



Regional District of Central Kootenay
REGULAR BOARD MEETING
Open Meeting Addenda

Date: Thursday, December 12, 2024
Time: 9:00 am
Location: Hybrid Model - In-person and Remote

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

Pages

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

9:00 a.m. PST
10:00 a.m. MST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/97300204525?pwd=h6xeT8VoGfCunVnKsjKBExJiPYPcbT.1&from=addon>

Join by Phone:

- 855 703 8985 Canada Toll-free

Meeting ID: 973 0020 4525

Passcode: 257423

In-Person Location:

Boardroom - Nelson Office
202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

2.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

2.2 ADOPTION OF THE AGENDA

RECOMMENDATION:

(ALL VOTE)

The agenda for the December 12, 2024 Regular Open Board meeting be adopted as circulated with the addition of the addendum.

2.3 ADOPTION OF THE MINUTES

33 - 49

RECOMMENDATION:

(ALL VOTE)

The minutes from the November 14, 2024 Regular Open Board meeting be adopted as circulated.

2.4 INTRODUCTIONS

CAO Horn will introduce the following staff:

- Camille LeBlanc, Community Resilience Coordinator, replacing Dauna Ditson; and
- Sayena Singla, Senior Energy Specialist, replacing Shari Imada.

2.5 DELEGATION

2.5.1 M'Akola and Turner Drake and Partners Ltd.

50 - 69

Jenna Hildebrand

Project Planner, M'Akola

Andrew Scanlan-Dickie

Manager Planning, Turner Drake and Partners Ltd.

3. COMMITTEES & COMMISSIONS

3.1 FOR INFORMATION

3.1.1 Creston Valley Agricultural Advisory Commission: minutes October 29, 2024

70 - 72

Staff has received direction regarding the Development Variance Permit Application.

3.1.2 South Slokan Water Services Community Advisory Committee: discussion notes November 1, 2024

73 - 75

3.1.3 South Slokan Commission of Management: minutes November 4, 2024

76 - 78

- 3.1.4 **Riondel Commission: minutes November 5, 2024** 79 - 84
Staff has received direction to send a thank you letter to Teresa Johnson, Administrative Assistant for Riondel Commission, create a new sign for the Riondel Community Centre and the framework for the Riondel website.
- 3.1.5 **Nelson, Salmo, E, F and G Regional Parks Commission: minutes November 12, 2024** 85 - 88
- 3.1.6 **Sunshine Bay Regional Park Commission: minutes November 14, 2024** 89 - 91
- 3.1.7 **Nelson and District Recreation Commission No. 5: minutes November 27, 2024** 92 - 95
Staff has received direction to review the program registration process.
- 3.1.8 **Emergency Program Executive Committee: minutes November 28, 2024** 96 - 112

3.2 WITH RECOMMENDATIONS

- 3.2.1 **Rosebery Parkland and Trails Commission: minutes November 6, 2024** 113 - 116

RECOMMENDATION:
(ALL VOTE)

That the Board appoint the following individual(s) to the Rosebery Parkland and Trails Commission for a term to end December 31, 2026:

Richard Allin (Area H)

- 3.2.2 **Area H, New Denver and Silverton Recreation Commission No. 6: minutes November 7, 2024** 117 - 121
Staff has received direction to allocate funds from Recreation Commission No. 6 budget to purchase a punching bag and battle rope.

RECOMMENDATION:
(ALL VOTE)

1. That the Board approve the payment of the following grants from the Recreation Commission No. 6 – New Denver, Silverton & Area Service No. S229 2024 budget:

Silverton Community Club	\$500
Hills Recreation Society	\$1,800

North Slokan Trails Society \$1,200
West Kootenay Football Club \$2,000

RECOMMENDATION:
(ALL VOTE)

2. That the Board appoint the following individual(s) to the Area H, New Denver & Silverton (Slocan Lake) Recreation Commission No. 6 for a term to end December 31, 2026:

Richard Johnson (Area H)
Alternate Tyler Austin Bradley (Alternate - Area H)

Erika McKeil (Area H)
Angela Simpson (Alternate - Area H)

3.2.3 Winlaw Regional and Nature Park Commission: November 13, 2024

122 - 126

RECOMMENDATION:
(ALL VOTE)

That the Board appoint the following individual(s) to the Winlaw Regional and Nature Park Commission Appointees for a term to end December 31, 2026:

Craig Lawrence (Area H)
Lois Lawrence (Area H)
Kaila Ellis (Area H)
Annie Rochette (Area H)

3.2.4 Salmo and Area G Recreation Commission No. 7: minutes December 2, 2024

127 - 131

Staff has received direction regarding reviewing the Salmo and Electoral Area G Recreational Program Bylaw No. 784, 1990 and to bring options for the 2025 budget to the January meeting.

RECOMMENDATION:
(ALL VOTE)

That the Board appoint the following individual(s) to the Salmo & Area G Recreation Commission No. 7 for a term to end December 31, 2026:

Margaret MacDonald (Salmo)
Andrew Ellis (Salmo)
Ian McInnes (Area G)
Cindy Spratt (Area G)

3.2.5 North Kootenay Lake Committee: minutes December 2, 2024

132 - 137

RECOMMENDATION:

(PO WGT)

STAFF RECOMMENDATION

1. That the Board direct staff to prepare an amendment bylaw for Kaslo and Portion of Electoral Area D Library Financial Aid Service Bylaw No. 790, 1990 to increase the requisition limit by 25%.

RECOMMENDATION:

(PO WGT)

STAFF RECOMMENDATION

2. That the Board direct staff to prepare an amendment bylaw for Electoral Area D and Village of Kaslo Emergency Response/Jaws of Life Local Service Area Establishment Bylaw No. 1340, 1998 to increase the requisition limit by 25%.

3.2.6 Water Services Committee: minutes December 4, 2024

138 - 151

RECOMMENDATION:

(ALL VOTE)

1. That Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 be read a THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

2. That Balfour Water Service Establishment Bylaw No. 2989, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

3. That Duhamel Water Service Establishment Bylaw No. 2991, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

4. That Burton Water Service Establishment Bylaw No. 2993, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

5. That Riondel Water Supply and Distribution System Local Service Establishment Amendment Bylaw No. 2995, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

6. That Woodbury Water Service Establishment Bylaw No. 3000, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION:

(ALL VOTE WGT)

7. That the Board increase the Water West Operations staffing FTE from 3.28 to 3.44 by the addition of one (1) full-time Level 1 Operator position, and the reduction of two (2) existing Level 2 Operator positions to 0.72 FTE and the elimination of the seasonal operator position.

3.2.7 Creston Valley Services Committee: minutes December 5, 2024

152 - 157

RECOMMENDATION:

(ALL VOTE WGT)

STAFF RECOMMENDATION

1. That the 2024 Financial Plan amend Recreation Facility – Creston and Areas A, B and C Service S224 to allocate up to \$5,000 to support the Christmas parade expenses.

RECOMMENDATION:

(ALL VOTE WGT)

2. That the Board direct staff to award the contract for the Creston & District Community Complex (CDCC) East Stair Canopy to Z-KO Construction Ltd.; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$214,733.73;

AND FURTHER, that the necessary projects costs (\$249,388) be included in the 2025 Financial Plan for S224 Recreation Facility- Creston and Areas B, C and Area A, for the CDCC East Stairwell Cover project.

RECOMMENDATION:

(ALL VOTE WGT)

STAFF RECOMMENDATION

3. That the Board direct staff to enter into a five-year agreement with the Creston Curling, beginning on October 1, 2024, and ending on September 31, 2029, for the use of the curling rink and storage at the Creston and District Community Complex; AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.

RECOMMENDATION:

(ALL VOTE WGT)

STAFF RECOMMENDATION

4. That the Board direct staff to enter into a five-year agreement with the Creston Curling, beginning on October 1, 2024, and ending on September 31, 2029, for the use of the curling lounge and storage at the Creston and District Community Complex; AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.

3.2.8 East Resource Recovery Committee: minutes December 6, 2024

158 - 162

RECOMMENDATION:

(ALL VOTE WGT)

That the Board approve the RDCK enter into a Lease Agreement with Arrow Mountain Car Wash and Mini Storage Limited for the Creston Car Wash Recycling Depot at 412 Helen Street, Creston BC, for up to \$36,720 annually with a 2% annual fee increase, starting June 1, 2025 for a one year period, with the option of three one year extensions upon mutual agreement; AND FURTHER that the costs be paid from Service A116 East Recycling.

3.2.9 Community Sustainable Living Committee: minutes December 10, 2024

163 - 169

RECOMMENDATION:

(ALL VOTE WGT)

STAFF RECOMMENDATION

1. That the Board direct staff to submit an application to the 2024 Age-friendly Communities Grants for the Rural Mobility Working Group in the amount of \$25,000;

AND FURTHER, if successful, grant funds be allocated to the A108 Development Services and the previously allocated \$15,000 Local Government Climate Action Program funding (res 384/24) be revised to \$5,000 with the balance being returned to General Administration Service \$100 reserve;

AND FURTHER, that staff be authorized to enter into a contribution agreement with BC Healthy Communities should the RDCK be awarded funding and that the Chair and Corporate Officer be authorized to sign the necessary documents.

RECOMMENDATION:

(ALL VOTE WGT)

2. That resolution 385/24 being:

That the Community Works Fund application submitted by Regional District Central Kootenay for the Ymir Watershed

Natural Asset Management Plan in the amount of \$60,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area G and be allocated to S105 Community Sustainable Living Service;

AND FURTHER that a budget amendment to the 2024-2029 Financial Plan reflect this allocation and that the Sustainability & Resilience Supervisor be approved to issue a Request for Proposal and subsequent contract for the Natural Asset Management Plan for Ymir;

AND FURTHER the Chair and Corporate Officer be authorized to sign the contract once a proponent is selected.

Be amended to read:

That the Community Works Fund application submitted by Regional District Central Kootenay for the Ymir Watershed Natural Asset Management Plan in the amount of \$80,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area G and be allocated to S105 Community Sustainable Living Service;

AND FURTHER that a budget amendment to the 2024-2029 Financial Plan reflect this allocation and that the Sustainability & Resilience Supervisor be approved to issue a Request for Proposal and subsequent contract for the Natural Asset Management Plan for Ymir;

AND FURTHER the Chair and Corporate Officer be authorized to sign the contract once a proponent is selected.

3.2.10 Joint Resource Recovery Committee: minutes December 11, 2024

170 - 176

RECOMMENDATION:

(ALL VOTE)

1. That the Board authorize staff to draft an amendment to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 to incorporate rubble and wood waste under the definition and fee schedule for mixed waste.

RECOMMENDATION:

(ALL VOTE)

2. That the Board authorize staff to draft two amendments to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 updating tipping fees to align with the proposed Tipping Fee Cost Recovery Objectives on a 5-year schedule and a 3-year schedule.

RECOMMENDATION:

(ALL VOTE WGT)

3. That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (West Subregion) Castlegar, New Denver, Slocan and Areas H, I, J and K Service S188 to decrease the Repairs and Maintenance Account 55010 by \$18,170 and increase the Capital Expense Account 60000 by \$18,170 for the Ootischenia Landfill Tipping Wall Bins.

RECOMMENDATION:

(ALL VOTE WGT)

4. That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (Central Subregion) – Nelson, Kaslo, Salmo, and Areas D, E, F and G Service S187 to decrease the Proceeds from Equipment Financing Account 43200 by \$284,395 and increase the Transfer from Regular Reserves Account 45000 by \$284,395 for the Central Loader.

RECOMMENDATION:

(ALL VOTE WGT)

5. That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (Central Subregion) – Nelson, Kaslo, Salmo, and Areas D, E, F and G Service S187 to increase the Transfer to Other Services Account 59500 by \$257,493 and increase the Transfer from Other Services Account 45500 by \$257,493 for the missed 2023 transfer for support of the Central Compost Facility.

3.3 MEMBERSHIP

177 - 179

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the individuals to the following RDCK Commissions and Committees:

Balfour Water Service Community Advisory Committee - term to expire December 31, 2027:

Brant Gray
Roy Van Housen
Bob Kinnear

Burton Water Service Community Advisory Committee - term to expire December 31, 2027:

Barbara Ross
Karey Bilodeau

South Slocan Water Service Community Advisory Committee - term to expire December 31, 2027:

Mandy Chutskoff

West Resource Recovery Committee

Aidan McLaren-Caux
Tom Zeleznik (Alternate)

Joint Resource Recovery Committee

Aidan McLaren-Caux
Tom Zeleznik (Alternate)

Nakusp and Area K Recreation Commission No. 4 - term to expire December 31, 2026

Tom Zeleznik (Nakusp)
Mason Hough (Alternate)

Salmo and Area G Recreation Commission No. 7 - term to expire December 31, 2026:

Susan Chew (School District No. 8)

Slocan Valley South Regional Parks Recreation Commission No. 8 - term to expire December 31, 2026:

Stacey Troop
Sharon Myers
Stacey Kabatoff
Eden Dupont

3.4 DIRECTORS' REPORTS

3.4.1 Director Watson: CRT Local Government Committee Activities 180 - 183

3.4.2 Director Newell: MFA Quarterly Member Newsletter 184 - 188

3.4.3 Director Hewat

3.4.3.1 Director's Report: 2024 November and December 189 - 190

3.4.3.2 Columbia Basin Trust: Board Highlights 191

3.4.4 Director McLaren-Caux: November to December 2024 Activities 192 - 194

3.5 2025 APPOINTMENTS: EXTERNAL COMMITTEES 195 - 199

External Committee Appointments in Good Standing:

- Creston Community Forest

- Creston Valley Tourism Society
- Columbia Basin Trust
- Columbia River Treaty Local Governments Committee
- Economic Trust of the Southern Interior BC
- Federation of Canadian Municipalities
- Highway #3 Mayors and Chairs Coalition
- International Joint Commission’s (IJC) Council of Governments Advisory Group for the International Elk-Kootenai/Y Watershed Water Pollution Study
- Nelson Public Library Board - Electoral Area F

NOTE: Appointment to External Organizations Policy No. 100-01-19, has been received for information.

3.5.1 Castlegar and District Public Library

200 - 229

Current member:

Terry Gerling

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following person as the Electoral Area I representative to the Castlegar & District Public Library Board for a term to end December 31, 2026:

3.5.2 Central Kootenay Food Policy Council

230 - 268

Current members:

Director H. Hanegraaf

Director A. McLaren-Caux

Director K. Vandenberghe (Alternate)

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors to the Central Kootenay Food Policy Council for a term to end December 31, 2026, with stipends and usual expenses to be paid from General Administration Service \$100:

_____ (Alternate)

3.5.3 Columbia Basin Regional Advisory Committee

269 - 277

Current members:

- Director T. Weatherhead
- Director G. Jackman
- Director H. Hanegraaf (Duncan Reservoir)

RECOMMENDATION:

(ALL VOTE)

The Board appoints the following Directors to the Columbia Basin Regional Advisory Committee with a term expiring December 31, 2026, with stipends and usual expenses to be paid from the General Administration Service S100:

_____ (Duncan Reservoir)

3.5.4 Kaslo and District Community Forest Society Board

278 - 285

Current member:

- Sarah Sinclair (Area D)

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following individual to the Kaslo and District Community Forest Society Board for a term to end December 31, 2026:

3.5.5 Municipal Finance Authority

286 - 326

Current members:

- Director T. Newell
- Director S. Hewat (Alternate)

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors as representatives to the Municipal Finance Authority for a term to end February 28, 2026, with stipends and usual expenses to be paid from General Administration Service S100:

_____ (Alternate)

3.5.6 Municipal Insurance Association of British Columbia (Voting Delegations - MIA AGM)

327 - 331

Current members:

Director K. Page
Director R. Tierney (Alternate)
CAO S. Horn (Alternate)

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors as the voting delegations for the Municipal Insurance Association of British Columbia for the 2025 Annual General Meeting:

_____ (Alternate)

S. Horn (CAO Alternate)

3.5.7 Regional Agriculture Liaison Services Steering Committee

332 - 334

Current member:

Director K. Vandenberghe

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Director to serve on the Regional Agriculture Liaison Services Steering Committee with a term expiring December 2026, with stipends and usual expenses to be paid from General Administration Service S100:

3.5.8 Selkirk College Regional Innovation Chair for Rural Economic Development (RDI)

335 - 336

Current member:

Director A. McLaren-Caux

RECOMMENDATION:

(ALL VOTE)

That the Board hereby appoint the following Director to the Selkirk College Regional Innovation Chair in Rural Economic Development - Regional Advisory Committee for a term to end December, 2025, with stipend and expenses to be paid from the General Administration Service S100:

3.5.9 Southeastern BC Regional Connectivity Committee

337 - 341

Current members:

Director G. Jackman
Director W. Popoff

RECOMMENDATION:

(ALL VOTE)

That the Board hereby appoint the following Directors to the Southern BC Regional Connectivity Committee for a term to end October 31, 2027, with stipend and expenses to be paid from the General Administration Service S100:

3.5.10 Treaty Advisory Committee - Ktunaxa/Kinbasket

342 - 348

Current members:

Director A. DeBoon
Director K. Vandenberghe (Alternate)

RECOMMENDATION:

(ALL VOTE)

The Board appoints the following Directors to the Ktunaxa Treaty Advisory Committee with a term expiring December 31, 2025:

_____ (Alternate)

3.5.11 West Kootenay Transit Committee

349 - 350

Current members:

Director M. McFaddin (Castlegar)
Director D. Lockwood
Director W. Popoff
Director T. Newell (Alternate)

RECOMMENDATION:

(ALL VOTE)

The Board appoints the following Directors to the West Kootenay Transit Committee (excluding Directors for Electoral Area B and C and the Town of Creston) with the term to end December 31, 2025, with stipends and usual expenses to be paid from the Transit-Kootenay Lake West S239:

Director M. McFaddin

_____ (Alternate)

3.5.12 Collector: Assessment Rolls

RECOMMENDATION:

(ALL VOTE)

The Board hereby appoints Yev Malloff, Chief Financial Officer, as Collector for 2025 for the purpose of preparing and amending, as necessary, the following assessment rolls:

Lucas Road Water Parcel Tax
Voykin Street Lighting Parcel Tax
South Slocan Water Parcel Tax
Duhamel Creek Water Parcel Tax
McDonald Creek Water Parcel Tax
Balfour Water Parcel Tax
Burton Water Parcel Tax
Edgewood Water Parcel Tax
Fauquier Water Parcel Tax
West Robson Water Parcel Tax
Woodland Heights Water Parcel Tax
Woodbury Water Parcel Tax
Grandview Heights Water Parcel Tax
Sanca Park Water Frontage Tax
Riondel Water Frontage Tax
Ymir Water Frontage Tax
Rosebery Water Parcel Tax
Local Conservation Fund Service Parcel Tax (Areas A, D, E, F, H)

3.5.13 Parcel Tax Roll Review Panels

3.5.13.1 East

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors to the 2025 Parcel Tax Roll Review Panel to sit in Creston, BC with stipends and usual expenses to be paid from the General Administration Service S100:

Director Garry Jackman
Director Roger Tierney
Director Kelly Vandenberghe
Director Arnold DeBoon

3.5.13.2 West

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors to the 2025 Parcel Tax Roll Review Panel to sit in Nelson, BC with stipends and usual expenses to be paid from the General Administration Service S100:

RECOMMENDATION:

(ALL VOTE)

That the ballots from all the elections for the appointments to external committees be destroyed.

3.5.14 Election Officials

RECOMMENDATION:

(ALL VOTE)

The Board appoint Tom Dool as Chief Election Officer and Angela Lund as Deputy Chief Election Officer for the year 2025.

3.6 2025 CONFERENCES

3.6.1 Electoral Area Directors Forum: February 6 - 7, 2025

RECOMMENDATION:

(ALL VOTE)

That the Board approves the following Directors as delegates to the 2025 Electoral Area Directors Forum held February 6-7, 2024 in Richmond, BC with stipends and expenses to be paid from the Rural Administration Service S101:

- Director Garry Jackman
- Director Roger Tierney
- Director Kelly Vandenberghe
- Director Aimee Watson
- Director Cheryl Graham
- Director Tom Newell
- Director Hans Cunningham
- Director Walter Popoff

Director Andy Davidoff
Director Henny Hanegraaf
Director Teresa Weatherhead

3.6.2 LGLA Forum: March 13-14, 2025

RECOMMENDATION:
(ALL VOTE)

That the Board approves the following Directors as delegates to the 2025 Local Government Leadership Academy Forum in Richmond, BC from March 13-14, 2025 with stipends and expenses to be paid from the General Administration Service S100:

Director Garry Jackman
Director Roger Tierney
Director Kelly Vandenberghe
Director Aimee Watson
Director Cheryl Graham
Director Tom Newell
Director Hans Cunningham
Director Walter Popoff
Director Andy Davidoff
Director Henny Hanegraaf
Director Teresa Weatherhead
Director Maria McFaddin
Director Arnold DeBoon
Director Suzan Hewat
Director Aidan McLaren-Caux
Director Keith Page
Director Leonard Casley
Director Diana Lockwood
Director Leah Main
Director Jessica Lunn

3.6.3 Association of Kootenay and Boundary Local Governments: April 25-27, 2025

RECOMMENDATION:
(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2025 Association of Kootenay and Boundary Local Governments Convention from April 25-27, 2025 in Kimberley, BC with stipends and expenses to be paid from the Rural Administration Service S101:

Director Garry Jackman
Director Roger Tierney
Director Kelly Vandenberghe

Director Aimee Watson
Director Cheryl Graham
Director Tom Newell
Director Hans Cunningham
Director Walter Popoff
Director Andy Davidoff
Director Henny Hanegraaf
Director Teresa Weatherhead

RECOMMENDATION:
(ALL VOTE)

2. That the Board authorizes the Chief Administrative Officer or the Corporate Officer to attend the 2025 Association of Kootenay and Boundary Local Governments Convention in Kimberley, BC from April 25-27, 2025 as a delegate with expenses to be paid from the Rural Administration Service S101.

3.6.4 Federations of Canadian Municipalities: May 29 - June 1, 2025

RECOMMENDATION:
(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2025 Federation of Canadian Municipalities Conference in Ottawa, Ontario from May 29 - June 1, 2025 with stipends and expenses to be paid from the General Administration Service S100:

Director Garry Jackman
Director Roger Tierney
Director Kelly Vandenberghe
Director Aimee Watson
Director Cheryl Graham
Director Tom Newell
Director Hans Cunningham
Director Walter Popoff
Director Andy Davidoff
Director Henny Hanegraaf
Director Teresa Weatherhead
Director Maria McFaddin
Director Arnold DeBoon
Director Suzan Hewat
Director Aidan McLaren-Caux
Director Keith Page
Director Leonard Casley
Director Diana Lockwood
Director Leah Main
Director Jessica Lunn

AND FURTHER, in event that a Director cannot attend the

Alternate Director is not authorized to attend in their absence.

RECOMMENDATION:

(ALL VOTE)

2. That the Board authorizes the Chief Administrative Officer to attend the 2025 Federation of Canadian Municipalities Conference in Ottawa, Ontario from May 29 - June 1, 2025 as a delegate with expenses to be paid from the General Administration Service \$100.

3.6.5 Union of BC Municipalities: September 22-26, 2025

RECOMMENDATION:

(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2025 Union of BC Municipalities (UBCM) Conference in Victoria, BC from September 22-26, 2025 with stipends and expenses to be paid from the General Administration Service \$100:

Director Garry Jackman
Director Roger Tierney
Director Kelly Vandenberghe
Director Aimee Watson
Director Cheryl Graham
Director Tom Newell
Director Hans Cunningham
Director Walter Popoff
Director Andy Davidoff
Director Henny Hanegraaf
Director Teresa Weatherhead
Director Maria McFaddin
Director Arnold DeBoon
Director Suzan Hewat
Director Aidan McLaren-Caux
Director Keith Page
Director Leonard Casley
Director Diana Lockwood
Director Leah Main
Director Jessica Lunn

AND FURTHER, that in event that a Director cannot attend, that the Alternate Director be approved to attend.

RECOMMENDATION:

(ALL VOTE)

2. That the Board authorizes the Chief Administrative Officer and the Corporate Officer to attend the Union of BC Municipalities

convention in Victoria, BC from September 22-26, 2025 with expenses to be paid from the General Administration Service \$100.

4. COMMUNICATIONS

- 4.1 The letter dated November 19, 2024 from Madeline L. Maley, Ministry of Emergency Management and Climate Readiness, responding to the RDCK's letter regarding cost sharing for Emergency Management staff. 351 - 352
- 4.2 The letter dated November 19, 2024 from Newton Steven, Fisheries and Oceans Canada, responding to the RDCK's letter regarding Bringing the Salmon Home. 353 - 354

5. FOR INFORMATION: ACCOUNTS PAYABLE 355 - 375

The Accounts Payable Summary for November 2024 in the amount of \$3,022,466 has been received for information.

6. BYLAWS

- 6.1 Bylaw 2786: Electoral Area C Comprehensive Land Use Amendment (Heartland Mennonite Brotherhood - Area C) 376 - 401

RECOMMENDATION:

(ALL VOTE)

That NO FURTHER ACTION be taken regarding Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 2786 being a bylaw to amend the Comprehensive Land Use Bylaw No. 2317, 2013.

- 6.2 **Bylaw 2898: RDCK Procedure** 402 - 480
Staff has not receive comments from the public. Minor updates have been included and are highlighted in yellow.

NOTE: The RDCK Procedure Bylaw No. 2898 has been updated to include a definition for "Point of Order" and attached a non-marked-up version.

RECOMMENDATION:

(ALL VOTE)

1. That the Regional District of Central Kootenay Procedure Bylaw No. 2898, 2024 be read a THIRD time by content to repeal and replace Procedure Bylaw No. 2576, 2019.

RECOMMENDATION:

(ALL VOTE)

2. That the Regional District of Central Kootenay Procedure Bylaw No. 2898, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

- 6.3 Bylaws 2931 and 2932: Kootenay-Columbia Rivers Official Community Plan and RDCK Zoning Amendments (TSL Developments Ltd - Area I)**
The Board Report dated November 22, 2024 from Sadie Chezenko, Planner, seeking Board adopt Bylaws 2931 and 2932, has been received.

481 - 500

RECOMMENDATION:
(ALL VOTE)

1. That Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2932, 2024 being a bylaw to amend the Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

RECOMMENDATION:
(ALL VOTE)

2. That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2931, 2024 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

- 6.4 Bylaw 2976: RDCK Zoning Amendment (Taghum Shell - Area F)**
The Board Report dated November 12, 2024 from Zachari Giacomazzo, Planner, seeking Board give third reading to Bylaw 2976, has been received.

501 - 532

RECOMMENDATION:
(ALL VOTE)

That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given THIRD READING;

AND FURTHER, that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 until the following items have been obtained:

i. Approval of Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 by the Ministry of Transportation and Infrastructure, pursuant to Section 52 (3)(a) of the Transportation Act.

- 6.5 Bylaws 2979, 2980, 2981, 2982: Fire Service Regulation Amendments**

533 - 544

RECOMMENDATION:
(ALL VOTE)

1. That Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Amendment Bylaw No. 2979, 2024 be read a

THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

2. That the Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Amendment Bylaw No. 2979, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

RECOMMENDATION:

(ALL VOTE)

3. That Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Amendment Bylaw No. 2980, 2024 be read a THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

4. That the Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Amendment Bylaw No. 2980, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

RECOMMENDATION:

(ALL VOTE)

5. That Defined Area J (Fairview) Fire Service Regulation Amendment Bylaw No. 2981, 2024 be read a THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

6. That the Defined Area J (Fairview) Fire Service Regulation Amendment Bylaw No. 2981, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

RECOMMENDATION:

(ALL VOTE)

7. That Creston Valley Fire Service Regulation Amendment Bylaw No. 2982, 2024 be read a THIRD time by content.

RECOMMENDATION:

(ALL VOTE)

8. That the Creston Valley Fire Service Regulation Amendment Bylaw No. 2982, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Disposal/Recycling Service (Nelson Recycling and Fleet Building) Security Issuing

RECOMMENDATION:

(ALL VOTE WGT)

1. That the Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Security Issuing Bylaw No. 3006, 2024 be read a FIRST, SECOND, and THIRD time by content.

RECOMMENDATION:

(ALL VOTE WGT)

2. That the Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Security Issuing Bylaw No. 3006, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

7. NEW BUSINESS

7.1 DEVELOPMENT AND COMMUNITY SUSTAINABILITY

7.1.1 **Agreement: Central Kootenay Food Policy Council**

550 - 554

The Board Report date November 15, 2024 from Paris Marshall Smith, Sustainability Planner, seeking Board approval to enter into an agreement with Central Kootenay Food Policy Council, has been received.

RECOMMENDATION:

(ALL VOTE WGT)

That the Board approve the RDCK enter into an agreement with Central Kootenay Food Policy Council for \$30,000 to be paid annually from General Administration Service S100 for five years from 2025 - 2029 for core funding; AND FURTHER, that the amount be included in the draft 2025-2029 Financial Plan.

7.1.2 **Agreement: Regional Invasive Species Working Group Report**

555 - 560

The Board Report dated November 15, 2024 from Paris Marshall Smith, Sustainability Planner, seeking Board extend the agreement with Central Kootenay Invasive Species Society, has been received.

RECOMMENDATION:

(ALL VOTE WGT)

That the Board direct staff to extend the agreement with Central Kootenay Invasive Species Society to continue improving regional capacity for a total not to exceed \$15,000 + GST from July 2025 to

July 2026; AND FURTHER, that this amount be included in the 2025 draft Financial Plan for General Administration Service \$100.

7.1.3 Regional Housing Needs Report: Engagement Summary and Final Interim Reports 561 - 1029

The Board Report dated November 27, 2024 from Corey Scott, Planner, seeking the Board receive the Regional Housing Needs reports and post on the RDCK website, has been received.

RECOMMENDATION:
(ALL VOTE)

That the RDCK Board of Directors receive the "Regional District of Central Kootenay Housing Needs Report Update: Regional Summary Report, Electoral Area Summary Report, and Community Profiles for the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan";

AND FURTHER, that the Board direct staff to publish the aforementioned Reports on the RDCK website.

7.2 FINANCE & ADMINISTRATION

7.2.1 ReDi Grants Program 1030 - 1079

The Board Report dated November 29, 2024 from Ashley Grant, Grants Coordinator, seeking Board direction to update the RDCK Policy No. 300-09-07 - Columbia Basin Trust Process, has been received.

RECOMMENDATION:
(ALL VOTE)

That the Board direct staff to prepare an update to RDCK Policy 300-09-07 – Columbia Basin Trust Process and bring forward a draft for consideration at the January 2025 Board meeting.

7.2.2 2025 RDCK Meeting Calendar 1080
NOTE: An updated version for the 2025 RDCK Calendar has been added to include a January CSLAC meeting.

RECOMMENDATION:
(ALL VOTE)

That the Board approve the 2025 RDCK meeting calendar; AND FURTHER, that staff be directed to schedule budget meetings and RDCK Committee and Commission meetings as necessary.

7.3 FIRE SERVICES

7.3.1 2024 Financial Plan Amendments: Fire Services 1081 - 1083

The Board Report dated December 1, 2024 from Grant Hume, Regional Deputy Fire Chief, seek Board approval to amend the 2024 Financial Plan for Fire Services, has been received.

RECOMMENDATION:

(ALL VOTE WGT)

That the Board approve an amendment to the 2024 Financial Plan as detailed in the table in Section 3 of the Board Report - Financial Plan Amendments for Fire Services presented by Regional Deputy Fire Chief Grant Hume (dated December 1, 2024) at the December 12, 2024 Open Regular Board Meeting.

7.4 GRANTS

7.4.1 Discretionary

1084

RECOMMENDATION:

(ALL VOTE)

Discretionary grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

AREA F

Blewett PAC	Gagaball Pit	\$362
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AREA I

Kootenay Employment Services	Kootenay Childcare Recruitment Coordinator	\$1,500
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7.4.2 Community Development

1085 - 1107

RECOMMENDATION:

(ALL VOTE)

Community Development grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

AREA A

East Shore Trail and Bike Association	Winter Trail Maintenance	\$3000
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AREA B

Yahk Kingsgate Recreation Society	Equipment Purchase	\$9,200
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AREA D

Argenta Safety and	Rural Resilience:	\$4,500
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Preparedness Society	Argenta's Experience on Emergency Preparedness	
Lardeau Water Users Association	Emergency Back-Up Power Generator	\$5,000
Jewett Elementary PAC	Hot Lunch Program	\$1,000
<u>AREA E</u>		
West Shores Leisure Advancement Society	Community Events Calendar	\$1,800
West Shores Leisure Advancement Society	Nature and Drama Camp	\$4,375
Blewett PAC	Gagaball Pit	\$850
Harrop School House Society	Little Bear Daycare Proposal Development	\$12,200
<u>AREA G</u>		
Salmo District Golf Club	Golf Cart Purchase	\$5,000
Salmo District Arts Council	Stage 2 Infrastructure Planning	\$5000
Salmo Climbing Society	Salmo Climbing Society SVYCC Renovation	\$4900
Columbia Basin Alliance for Literacy – Salmo	Cooking Together	\$4752.95
<u>AREA H</u>		
Castlegar Snowmobile Association	Parking Lot Enhancement and Repairs	\$5000
Slocan Lake Arts Council	Community Arts	\$3,000
<u>AREA I</u>		
Tarrys and District Community Hall Society	Mural Completion	\$1,900
Tarrys Fire Rescue Auxilliary	Lunch with Santa	\$1,500
Castlegar Snowmobile Association	Parking Lot Enhancement and Repairs	\$12,500
Tarrys Fire Social Club	Purchase of Jackets	\$1,000
<u>AREA J</u>		
Castlegar Robson Branch 170 Royal Canadian Legion	Lounge Cooler	\$14,803.95
Castlegar Snowmobile Association	Parking Lot Enhancement and Repairs	\$12,500
Deer Park and Area Communication Society	Ongoing Communication	\$4,067.50
<u>AREA K</u>		
Village of Nakusp	Connect Nakusp	\$5,000

Arrow Lakes Gymnastics Club KASLO	2024/2025 Gymnastics Season	\$3,000
Kaslo Community Services Society	Christmas Hampers	\$4000

7.4.3 Portion of Area A Recreation Commission No. 9: Fall Grant Amendment

RECOMMENDATION:
(ALL VOTE)

That Resolution 534/24, being the allocation of Recreation Commission No. 9 – Area A Service No. S232 2024 grants, be amended by changing:

That the Board approve the payment of the following grants from the Recreation Commission No. 9 – Area A Service No. S232 2024 budget:

Riondel Arts Club \$1,733
Boswell Memorial Hall \$1,600
Boswell & District Farmers Institute \$1,589.40
Riondel Community Park & Campground \$873
Riondel Curling Club \$1,745
South Kootenay Lake Art Connect Society \$3,300
Crawford Bay & District Hall & Parks Association \$6,500
The Hexagon Players \$2,250
South Kootenay Lake Community Service Society - Halloween in Riondel \$1,215
South Kootenay Lake Community Service Society - Crawford Bay Community Christmas Potluck \$800

7.5 CHAIR/CAO REPORTS

The Chair and CAO will provide a verbal report to the Board.

8. RURAL AFFAIRS COMMITTEE

1108 - 1119

RECOMMENDATION:
(ALL VOTE)

**Rural Affairs Committee - Item 8.4
Zoning Bylaw Amendment - Scheffelmaier
Area F**

1. That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2988, 2024 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 8.4
Zoning Bylaw Amendment - Scheffellaier
Area F**

2. That in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area F Director Tom Newell is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 8.5
Official Community Plan & Zoning Bylaw Amendment - Spearhead
Area F**

3. That Regional District of Central Kootenay Electoral Area 'F' Official Community Plan Amendment Bylaw No. 3002, 2024 being a bylaw to amend Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011 is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 8.5
Official Community Plan & Zoning Bylaw Amendment - Spearhead
Area F**

4. That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3003, 2024 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 8.5
Official Community Plan & Zoning Bylaw Amendment - Spearhead
Area F**

5. That prior to consideration of THIRD READING for Regional District of Central Kootenay Electoral Area 'F' Official Community Plan Amendment Bylaw No. 3002, 2024 and Regional District of Central Kootenay Zoning Amendment Bylaw No. 3003, 2024, the applicant is required to provide the following additional information to support the proposed Land Use Bylaw Amendment Application:

- Archaeological assessment prepared by a consulting Archaeologist;
- On-site wastewater assessment prepared by a qualified professional (e.g. ROWP or P.Eng);
- Groundwater impact assessment prepared by a Hydro-geotechnical

Engineer or other qualified professional;

- Traffic Study prepared to the satisfaction of the Ministry of Transportation and Infrastructure;
- Noise Study prepared by a qualified professional.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 8.5

Official Community Plan & Zoning Bylaw Amendment - Spearhead Area F

6. That in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area F Director Tom Newell is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 8.6

Official Community Plan Review - Initial Consideration - Sentinel Mountain Area I

7. That the Sentinel Mountain Electoral Area I Official Community Plan Bylaw No. 2821, 2024 be read a FIRST and SECOND time and referred to a PUBLIC HEARING.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 8.6

Official Community Plan Review - Initial Consideration - Sentinel Mountain Area I

8. That the Sentinel Mountain Electoral Area I Official Community Plan Bylaw No. 2821, 2024 has met the following requirements:

1. The engagement planning process for the public consultation in accordance with Section 475 of the Local Government Act;
2. Is consistent with respect to the RDCK's Financial Plan and applicable RDCK Waste and Resource Management Plan in accordance with Section 477 of the Local Government Act;

AND FURTHER, THAT Bylaw No. 2821, 2024 be referred to affected First Nations, Provincial agencies and ministries including the Agricultural Land Commission.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 8.6

Official Community Plan Review - Initial Consideration - Sentinel Mountain

Area I

9. That Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw 2967, 2024 being a Bylaw to amend Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 be read a FIRST and SECOND time and referred to a PUBLIC HEARING .

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 8.6

Official Community Plan Review - Initial Consideration - Sentinel Mountain Area I

10. That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2968, 2024 being a Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be read a FIRST and SECOND time and referred to a PUBLIC HEARING.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 8.6

Official Community Plan Review - Initial Consideration - Sentinel Mountain Area I

11. That in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area I Director Andy Davidoff is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 10.2

Changes to Community Works Fund Eligibility All Electoral Areas

12. That the Board direct staff to prepare updates to RDCK Policy 300-09-06-Community Works Fund to reflect recent changes to program requirements and that the draft policy be brought forward for Rural Affairs Committee consideration in 2025.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 10.2

Changes to Community Works Fund Eligibility All Electoral Areas

13. That staff prepare a briefing note outlining the Committee's concerns regarding the recent changes to Community Works Fund program requirements, incorporating the concerns regarding equity and the need to support community

groups who provide required services.

AND FURTHER, that the Board Chair send the Community Works Fund briefing note and staff report to Jerrilyn Kirk, Electoral Area Representative on the UBCM Executive, requesting the briefing note be added to the 2025 Elected Area Directors' Forum agenda.

RECOMMENDATION:
(ALL VOTE)

**Rural Affairs Committee - Item 10.3
Planning Workshop - December 3, 2024**

14. That stipend and expenses be paid to Rural Directors from Rural Administration Service S101 for attendance at the Rural Planning Workshop held on December 3, 2024.

9. DIRECTORS' MOTIONS

9.1 Director Watson: Municipal Regional District Tax (MRDT)

RECOMMENDATION:
(ALL VOTE)

That the Board direct staff to investigate options for use of the Municipal Regional District Tax (MRDT) and bring back a report to the board for consideration in time for the next round of required approvals from our destination marketing operators (DMO's).

9.2 Director Page: Emergency Treatment Funding Proposal

1120 - 1128

RECOMMENDATION:
(ALL VOTE)

That the Board send a letter of support to the Nelson Committee on Homelessness and the City of Nelson for their application to Health Canada for Emergency Treatment Funding for the Emergency Treatment Funding proposal.

10. PUBLIC TIME

The Chair will call for questions from the public and members of the media at 11:45 a.m.

11. PRESENTATION OF LONG TERM SERVICE AWARDS (LTSA)

1129

The Board will recognize and thank the following staff members for their long service to the RDCK after Item 10 Public Time.

12. IN CAMERA

12.1 RESOLUTION - MEETING CLOSED TO THE PUBLIC

The Open meeting will be adjourned after In Camera without reconvening back into the open session unless there is business that needs to be addressed.

RECOMMENDATION:

(ALL VOTE)

In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsections:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

12.2 RESOLUTION - RECESS OF OPEN MEETING

RECOMMENDATION:

(ALL VOTE)

The Open Meeting be recessed at _____ a.m./ p.m. in order to conduct the *In Camera* Board meeting and reconvened at _____ a.m./p.m.

13. MATTERS ARISING FROM IN CAMERA MEETING

14. ADJOURNMENT

RECOMMENDATION:

(ALL VOTE)

That the meeting adjourn at ____ p.m.



Regional District of Central Kootenay REGULAR BOARD MEETING Open Meeting Minutes

The **eleventh** meeting of the Board of the Regional District of Central Kootenay in 2024 was held on Thursday, November 14, 2024 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

ELECTED OFFICIALS

PRESENT

Chair A. Watson	Electoral Area D	In-Person
Director G. Jackman	Electoral Area A	In-Person
Director R. Tierney	Electoral Area B	In-Person
Director K. Vandenberghe	Electoral Area C	In-Person
Director C. Graham	Electoral Area E	In-Person
Director T. Newell	Electoral Area F	In-Person
Director H. Cunningham	Electoral Area G	In-Person
Director W. Popoff	Electoral Area H	In-Person
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	In-Person
Director T. Weatherhead	Electoral Area K	In-Person
Director M. McFaddin	City of Castlegar	In-Person
Director A. DeBoon	Town of Creston	In-Person
Director S. Hewat	Village of Kaslo	In-Person
Director A. McLaren-Caux	Village of Nakusp	In-Person
Director R. Logtenberg	City of Nelson	
Director L. Casley	Village of New Denver	
Director D. Lockwood	Village of Salmo	In-Person
Director L. Main	Village of Silverton	In-Person
Director J. Lunn	Village of Slocan	In-Person

ELECTED OFFICIALS ABSENT

Director K. Page	City of Nelson
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STAFF PRESENT

S. Horn	Chief Administrative Officer
M. Morrison	Corporate Officer/Manager of Corporate Administration
A. Lund	Deputy Corporate Officer
Y. Malloff	Manager of Information Technology, Finance and Economic Development/Chief Financial Officer
J. Chirico	General Manager of Community Services
S. Sudan	General Manager of Development & Community Sustainability Services
U. Wolf	General Manager of Environmental Services
C. Saari-Heckley	Manager of Human Resource
D. Séguin	Manager of Community Sustainability
T. Davison	Regional Manager – Recreation & Client Services
H. Smith	Finance Manager

T. Pauls
J. Jackson
N. Hannon

Emergency Program Coordinator
Emergency Program Coordinator (Creston)
Disaster Mitigation and Adaptation Senior
Advisor
Sustainability Planner
Research Analyst
Communication Coordinator

P. Marshall Smith
T. Dool
D. Elliott

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

9:00 a.m. PST
10:00 a.m. MST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/93458441456?pwd=kxdyvG3Vti0sQ6c0HAfMdaZXA0Fl7C.1&from=addon>

Join by Phone:

833 958 1164 Canada Toll-free

Meeting ID: 934 5844 1456

Meeting Password: 247697

In-Person Location:

Boardroom - Nelson Office
202 Lakeside Drive, Nelson BC

2. ELECTIONS

Chief Administrative Officer Horn assumed the chair at 9:02 a.m.

2.1 Election of the RDCK Board Chair

Call for Nominations (3 Times)

CAO Horn announced the nominations submitted for Director Watson.

The CAO called for nominations the first time.

The CAO called for nominations the second and third time.

No further nominations.

Declaration of Elected or Acclaimed RDCK Board Chair

Director Watson was declared the Chair for 2025 by acclamation.

2.2 Election of the RDCK Board Vice-Chair

Call for Nominations (3 Times)

CAO Horn announced the nominations submitted for Directors Lockwood and McLaren-Caux.

The CAO called for nominations the first time.

The CAO called for nominations the second and third time.

No further nominations.

Opportunity for Candidates to Address the Board - Two minutes per address.

Directors Lockwood and McLaren-Caux each gave a two-minute address.

Vote by Secret Ballot (Electronic Voting RDCK Procedure Bylaw No. 2576, 2019)

Corporate Officer Morrison distributed the ballots.

Directors online provided their votes to CAO Horn and Deputy Corporate Officer Lund.

After collecting the ballots, the CAO and Corporate Officer exited the room and counted the ballots.

Declaration of Elected or Acclaimed RDCK Board Vice-Chair

Director McLaren-Caux was declared the Vice-Chair for 2025.

Destroy Ballots

Moved and seconded,

And Resolved:

That the ballots used in the election of the RDCK Board Vice-Chair be destroyed.

Carried

3. CHAIR'S ADDRESS

Chair Watson thanked the Board for their support and looks forward to working with everyone.

4. VICE-CHAIR'S ADDRESS

Vice-Chair McLaren-Caux thanked the Board and looks forward to working with everyone.

5. COMMENCEMENT OF BOARD MEETING

The RDCK Board Chair assumed the chair and called the meeting to order.

5.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

5.2 ADOPTION OF THE AGENDA

On behalf of the Board, Chair Watson took a moment of silence for the family of former B.C. premier John Horgan who passed on November 12, 2024.

**DIRECTOR
ABSENT**

Director Logtenbergh left the meeting at 9:15 a.m.

Moved and seconded,

And Resolved:

589/24

The agenda for the November 14, 2024 Regular Open Board meeting be adopted with the following amendments:

- inclusion of Item 7.4.5 Director Watson;
- inclusion of Item 7.4.5.1 Director's Report - October Activities;
- inclusion of Item 7.4.5.2 Briefing Notes: Telus;
- inclusion of Item 8.4 Letter - Fraser Valley Regional District;
- inclusion of Item 12.3.3 Financial Service Grants; and
- the addition of the addendum before circulation.

Carried

5.3 ADOPTION OF THE MINUTES

Moved and seconded,
And Resolved:

590/24

The minutes from the October 17, 2024 Regular Open Board meeting be adopted as circulated.

Carried

5.4 INTRODUCTIONS

CAO Horn introduced Wendy Armstrong, IT Business Applications Analyst, replacing Erik Chmara.

5.5 DELEGATIONS

5.5.1 Kootenay and Boundary Farm Advisors

Sarah Hirschfeld, Project Manager and Farm Advisor
Rachael Roussin, Farm Advisor

Sarah Hirschfeld gave a presentation to the Board regarding the Kootenay and Boundary Farm Advisors (KBFA) a group who supports commercial producers and farmers in the Kootenay and Boundary region. Ms. Hirschfeld introduced the KBFA team and thanked the RDCK for the contributions to support local agriculture.

Ms. Hirschfeld gave examples of how KBFA supports local producers, such as free resources and information, workshops, peer-to-peer connections, connecting with experts and providing opportunities to collaborate. She gave an overview of the number of interactions and events held in 2024, as well as the multiple means used to communicate with local producers, including the KBFA newsletter. She also discussed the importance of collaboration and sharing of resources to assist the local producers.

In conclusion, Ms. Hirschfeld provided an overview of the 2024-2025 deliverables, which will continue with collaborating, connecting and updating platforms used to communicate with the local producers.

Sarah Hirschfeld and Rachael Roussin were available to answer the Board's questions.

Chair Watson thanked Sarah Hirschfeld and Rachael Roussin for their presentation.

5.5.2 Kootenay Employment Services and Community Futures East Kootenay

Leandri Kleinhans, Creston Valley-Kootenay Lake Economic Action Partnership Manager

Leandri Kleinhans gave a presentation on the state of childcare in the Kootenays. Through Community Futures East Kootenay (CFEK), Selkirk College and in association with Mitacs a study was conducted and the results showed childcare in the Kootenays is not sustainable. There is a great need for sector support and 30 % of the childcare centres indicated that it is not financially viable to continue operating long-term. Ms. Kleinhans discussed the top four challenges to the business operations of childcare facilities and the desired supports for mentorship and workforce recruitment. Up to 70% of the centres identified recruitment as a major challenge and not enough Early Childhood Educators (ECEs) are being trained to supply the demand (300+ estimated for the entire Kootenay region). Ms. Kleinhans also discussed the gaps in childcare centres and how there is not enough space available for providing childcare.

Ms. Kleinhans gave an overview of the proposed project application to the Rural Economic Diversification and Infrastructure Program (REDIP) and the approach to strengthen the childcare sector, focusing on recruitment and childcare centres. The project objectives are to recruit 70-90 ECEs to the Kootenays and to provide childcare-specific business coaching for 10 expanding centres and approximately 20 at-risk centres by 2027.

In conclusion, Ms. Kleinhans discussed the requirements for the REDIP application and requested the RDCK consider providing financial support for the project.

Ms. Kleinhans answered the Board's questions.

Chair Watson thanked Leandri Kleinhans for her presentation.

6. BUSINESS ARISING OUT OF THE MINUTES

6.1 The letter dated July 22, 2024 from Ken Kalesnikoff, Kalesnikoff, and Forestry WorksforBC Team to introduce the Forestry WorksforBC campaign and requesting a letter of support from local government.

Board Meeting - September 12, 2024 & October 17, 2024

RES 501/24 refer to the October Board Meeting

RES 529/24 refer to the November Board Meeting

DIRECTOR PRESENT

Director Logtenbergh joined the meeting at 9:58 a.m.

Moved and seconded,
And Resolved:

591/24

That the Board send a letter of support to the Ministry of Forests regarding the Forestry WorksforBC campaign.

Carried

7. COMMITTEES & COMMISSIONS

7.1 FOR INFORMATION

Committee/Commission Reports for information have been received as follows:

7.1.1 Riondel Commission: minutes October 1, 2024

7.1.2 Nelson, Salmo, E, F and G Regional Park Commission: minutes October 15, 2024

7.1.3 Area A Advisory Planning and Heritage Commission: minutes October 21, 2024
Staff received directions regarding the Development Variance Permit.

7.2 WITH RECOMMENDATIONS

7.2.1 North Kootenay Lake Services Committee: minutes October 21, 2024

Moved and seconded,
And Resolved:

592/24

That the Board direct staff to prepare repeal bylaws for the Kaslo and Area Regional Facilities, Recreation, and Parks Service Commission Bylaw 2023, 2009 and the Glacier Creek Regional Park Commission Bylaw No. 1306, 1998; AND FURTHER, that going forward the governance matters for parks and recreation services in Kaslo and Area D be considered by the North Kootenay Lake Regional Services Committee.

Carried

7.2.2 Water Services Committee: minutes October 23, 2024

Moved and seconded,
And Resolved:

593/24

That the Board direct staff to prepare amendments to the Parcel/Frontage Tax Bylaws for Balfour, Duhamel, Riondel, Sanca and Woodbury Village, and the Service Establishment Bylaws for Duhamel, Burton, Woodbury Village, Sanca and South Slokan to build system-specific capital reserve funds for system renewal and replacement.

Carried

7.2.3 All Recreation Committee: minutes October 30, 2024

Moved and seconded,
And Resolved:

594/24

That the Board adopt Policy Number 500-01-11, Community Services Donation Policy, with the amendment to the framework content presented to include that the total value of donations by the Regional District of Central Kootenay for each calendar year be limited to the amount identified in the financial plan;

AND THAT the Community Services Donation Policy include that donations can be a combination of the options;

AND FURTHER, that the Community Services Donation Policy be effective December 1, 2024.

Carried

7.2.4 Creston Valley Services Committee: minutes November 7, 2024

Staff received direction to review the fare schedule for the Creston Transit Service and to endorse the Creston Valley Tour of Lights.

Moved and seconded,
And Resolved:

595/24

That the Board provide a letter of support for Kootenay Employment Services and Community Futures East Kootenay recently submitted Rural Economic Diversification and Infrastructure Program application and that the Board approve a \$15,000.00 financial contribution under the 2025 financial plan to the proposed project from the S107 and S108, with the split of the funding based on the allocation formula for the Creston area A, B, C Economic Action Partnership.

Carried

7.2.5 Regional Accessibility Advisory Committee: minutes November 7, 2024

The Accessibility Framework dated October 21, 2024 from Angela Lund, Deputy Corporate Officer, has been received.

Moved and seconded,
And Resolved:

596/24

That the Board endorse the RDCK Accessibility Framework dated October 21, 2024; AND FURTHER, that the framework be used as a reference in the development of the RDCK Accessibility Plan and feedback mechanisms for the public.

Carried

Moved and seconded,
And Resolved:

597/24

That the resolution 131/24 being:

That the Board direct staff to procure a consultant to assist with the RDCK Accessibility Plan SUBJECT TO receiving grant funding from the Local Community Grant Program and Disability Alliance BC;

BE RESCINDED.

Carried

Moved and seconded,
And Resolved:

598/24

That the resolution 132/24 being:

That the Board direct staff to apply to the Local Community Accessibility Grant Program, Stream 2 Policies and Programs - Funding for legal and consulting advice, for the one-time funding of up to \$25,000, and that it be included in the General Administration Service S100;

be amended by removing "Stream 2 Policies and Programs - Funding for legal and consulting advice", thus reading:

That the Board direct staff to apply to the Local Community Accessibility Grant Program for the one-time funding of up to \$25,000, and that it be included in the General Administration Service S100.

Carried

Moved and seconded,
And Resolved:

599/24

That the Board direct staff to include in the 2025-2029 draft financial plan \$25,000 to assist with the development of the RDCK Accessibility Plan to be included in General Administration Service S100.

Carried

Moved and seconded,
And Resolved:

600/24

That the Board direct staff to evaluate a less formal structure for the Regional Accessibility Advisory Committee Bylaw No. 2904, 2023 and bring forward an amendment bylaw for Board consideration.

Carried

**RECESS/
RECONVENED**

The meeting recessed at 10:42 a.m. for a break and reconvened at 10:55 a.m.

7.2.6 Joint Resource Recovery Committee: minutes November 13, 2024

Moved and seconded,
And Resolved:

601/24

That the Board authorize staff to not extend the existing lease agreement with Kokanee Creek Marine Ltd. for the lease of lands and operations associated with the Kokanee Park Marina Recycling Depot and permanently close the Kokanee Creek Marina Recycling Depot effective December 31, 2024.

Carried

Moved and seconded,
And Resolved:

602/24

That the Board approve the RDCK enter into a new Master Service Agreement and Scope of Work with MMBC Recycling Inc. for the period January 1, 2025 to December 31, 2029 for hosting and operating residential recycling depots, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

Moved and seconded,
And Resolved:

603/24

That the Board of the Regional District of Central Kootenay authorizes up to \$449,827 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of HB Remediation and Closure Project post-closure monitoring and assessment costs; and that the loan be repaid within 5 years, with no rights of renewal;

AND FURTHER, that the repayment costs be paid from Service S187 Central Sub-Region Resource Recovery.

Carried

7.2.7 Nakusp and Area K Recreation Commission No. 4

Moved and seconded,
And Resolved:

604/24

That the Board approve an amendment to the 2024 Financial Plan from Recreation Commission No. 4 – Nakusp & Area K Service No. S228 to reduce \$6,789.00 from Accumulated Operating Surplus, and to increase \$6,789 in Grants to increase available grant funding;

AND FURTHER, that the Board approve the payment of the following grants from the Recreation Commission No. 4 – Nakusp & Area K Service No. S228 2024 budget:

Arrow Lakes Gymnastics Club	\$9,000
-----------------------------	---------

Carried

7.3 MEMBERSHIP

7.3.1 Economic Trust of the Southern Interior BC

Directors Hanegraaf (Rural), Lockwood (Municipal), Lunn (Municipal) and McLaren-Caux (Alternate) were nominated.

Moved and seconded,

And Resolved:

605/24

That the Board appoints the following Directors to the Economic Trust of the Southern Interior BC with a term expiring December 31, 2026, with stipend and usual expenses to be paid from the General Administration Service \$100:

Director Hanegraaf (Rural)
 Director Lockwood (Municipal)
 Director Lunn (Municipal)
 Director McLaren-Caux (Alternate)

Carried

7.3.2 RDCK Commissions

Moved and seconded,
 And Resolved:

606/24

That the Board appoint the individuals to the following RDCK commissions:

Area J Advisory Planning and Heritage Commission - term to expire December 31, 2026

Jeff Grant

Kaslo and Area D Economic Development Commission - term to expire December 31, 2026

Rick Nay (Kaslo)
 Rob Lang (Kaslo)

Area H, New Denver and Silverton Recreation Commission No. 6 - term to expire December 31, 2026

Heather Robertson (New Denver - Community Member)
 Erika McKeil
 Tyler Austin Bradley (Erika's Alternate)
 Richard Johnson
 Angela Simpson (Richard's Alternate)

Salmo and Area G Recreation Commission No. 7 - term to expire December 31, 2026

Andrew Ellis (Salmo)

Portion of Area E - Procter/Harrop/Balfour/Queens Bay Recreation Commission No. 10 - term to expire December 31, 2026

Margaret Gray

Rosebery Parklands and Trails Commission - term to expire December 31, 2026

Richard Allin (Area H)
 Greg McRae (Area H)
 Peter Schwartz (Area H)
 Michael Koolen (Slocan)

Sunshine Bay Regional Park - term to expire December 31, 2025

Ken Foot
 Ruth Prosser
 Elaine Beaulac
 Lorie Dosenberger
 Jennifer Dehnel
 Rich Newton
 Alexandria McCulloch

**Balfour Water Service Community Advisory Committee - term to expire
December 31, 2027:**

Karen Hanley

**Woodland Heights Water Service Community Advisory Committee - term to
expire December 31, 2027:**

Sharon Horkoff

Dennis George

Scott Robertson

**Sanca Water Service Community Advisory Committee - term to expire
December 31, 2027:**

Lisa Berry

AND FURTHER, the Board send a letter to outgoing member Nik Black thanking him for his service with the Regional Accessibility Advisory Committee.

Carried

ORDER OF THE AGENDA CHANGED The Order of Business changed to address Director's Report before In Camera, with Item 8 Correspondence considered at this time.

8. CORRESPONDENCE

- 8.1 The letter dated October 15, 2024 from Rachel Holt, Independent Ecologist, seeking a letter of support of more diversified future for forestry.
- 8.2 The email dated October 22, 2024 from Jeremy Van Walsh, AntMind, seeking a letter of support for the proposed gasification facility in the West Kootenay region.
- 8.3 The email dated October 31, 2024 from Tracey Harvey, Selkirk College, thanking the RDCK for their support for the 3-year regional cannabis economic development project.
<https://selkirk.ca/aboutselkirk/selkirk-innovates/social-innovation/innovating-within-regional-cannabis-sector>
- 8.4 The letter dated November 7, 2024 from Jason Lum, Fraser Valley Regional District, requesting UBCM initiate a comprehensive governance review.

9. COMMUNICATIONS

- 9.1 The letter dated October 21, 2024 from Peter Pokorny, Ministry of Agriculture and Food, thanking the RDCK for meeting during the 2024 UBCM Convention.
- 9.2 The letter dated October 22, 2024 from Kevin Jardine, Ministry of Environment and Climate Change Strategy, thanking the RDCK for meeting during the 2024 UBCM Convention.
- 9.3 The letter dated October 29, 2024 from Richard Manwaring, Ministry of Forests, thanking the RDCK for meeting during the 2024 UBCM Convention.

10. FOR INFORMATION: ACCOUNTS PAYABLE

The Accounts Payable Summary for October 2024 in the amount of \$4,049,827 has been received for information.

11. BYLAWS

- 11.1 **Bylaw 2904: Regional Accessibility Advisory Committee**
Moved and seconded,
And Resolved:

607/24 That the Board direct staff to prepare an amendment to the Regional Accessibility Advisory Committee Bylaw No. 2904, 2023 that includes the removal of the Village of Nakusp from Schedule A.

Carried

12. NEW BUSINESS

12.1 DEVELOPMENT AND COMMUNITY SUSTAINABILITY

12.1.1 UBCM Grant Funding: Emergency Support Services Equipment and Training Stream

The Board Report dated October 28, 2024 from Jon Jackson, Emergency Program Coordinator, seeking Board approval to apply to UBCM's Community Emergency Preparedness Fund, has been received.

Moved and seconded,
And Resolved:

608/24 That the RDCK Board direct staff to apply to UBCM's Community Emergency Preparedness Fund grant program for \$40,000 in funding to provide training and equipment for Emergency Support Services volunteers, and that if successful, the grant revenue and project costs be recorded in Service A101 Emergency Program Services.

Carried

12.1.2 Emergency and Disaster Management Act: Indigenous Engagement Requirements

That Board Report dated October 29, 2024 from Tanya Paul, Emergency Program Coordinator, seeking the Board sign nine Memorandums of Understanding to pool Indigenous Engagement Requirement funds, has been received.

Moved and seconded,
And Resolved:

609/24 That Item 12.1.2 Emergency and Disaster Management Act: Indigenous Engagement Requirements be postponed until after lunch, with Item 15 Public Time to be considered at this time.

Carried

ORDER OF THE AGENDA CHANGED

The Order of Business was changed to address public time with Item 15 Public Time considered at this time.

15. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:45 a.m.

The members of the public asked questions regarding:

- who is liable for the development in Sandon and the reconsideration of the grant funding for the project;
- the In-boarding matrix for tracking staff projects; and
- the examination of the assent votes process and the evaluation of what goes to assent vote.

RECESSED/ RECONVENED

The meeting recessed at 11:58 a.m. for lunch and reconvened at 1:00 p.m.

Moved and seconded,
 And Resolved:

610/24

That Item 12.1.2 Emergency and Disaster Management Act: Indigenous Engagement Requirements be continued at this time.

Carried

Moved and seconded,
 And Resolved:

611/24

That the RDCK Board partner with those member municipalities who agree to do so in completing the Indigenous Engagement Requirements under the Emergency Disaster Management Act; AND FURTHER that the Board direct staff to write and issue an RFP requesting proposals from interested consulting firms based on the phased approach outlined in the staff report presented at the November 14, 2024 Open Regular Board Meeting; AND FURTHER, that the Board approve an amendment to the 2024 Financial Plan for Service A101 Emergency Consolidated Services to increase External Contributions Revenue by up to \$360,000 and increase project expenses, both internal and external, by up to \$360,000.

Carried

12.1.3 Funding Agreement: BC Watershed Security Fund

Moved and seconded,
 And Resolved:

612/24

That the Board approve the RDCK entering into a Funding Agreement with Real Estate Foundation of British Columbia for water sustainability for yaqan nu?kiy ?amak?is - Creston Valley, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

12.2 FINANCE & ADMINISTRATION

12.2.1 For Information: 2024 RDCK Quarterly Report (Q3)

The 2024 RDCK Quarterly Report (Q3) from Mike Morrison, Corporate Officer, has been received for information.

12.3 GRANTS

12.3.1 Discretionary

12.3.1.1 Discretionary Grants: November 2024

Moved and seconded,
 And Resolved:

613/24

Discretionary grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

AREA A

East Shore Circle of Friends Society	New Signage	\$900
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East Shore Kootenay Lake Community Health Society	Action Plan: Implementation of Community Consultation	\$1,000
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AREA E

The Dance Umbrella Society	Day of the Dead	\$150
Procter-Harrop Senior Centre Branch 118	Christmas Dinner	\$300

AREA G

Salmo District Arts Council	Stage 2 Infrastructure Planning	\$5,000
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AREA H

Crescent Valley Firefighters Foundation	Halloween Fireworks	\$750
Taghum Hall Society	Contra Dances	\$200

AREA I

Mount Sentinel Secondary School	Breakfast for Learning	\$1,000
Selkirk College Foundation	Steps for Success Campaign	\$2,500

AREA J

Castlegar Sculpture Walk Society	Night of Fire 2024	\$1,000
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SLOCAN

WE Graham Community Service Society	Food Bank Garden Bed	\$500
Spirit of Slocan Committee	Christmas Tree Light-Up	\$52.50

Carried

12.3.1.2 Resolution 574/24: Discretionary Grant Amendment
Moved and seconded,
And Resolved:

614/24

That Resolution 574/24, being the allocation of Discretionary grants funds:

AREA J

Robson Fire Department Anniversary	Robson Fire Department 45th Anniversary	\$1,500
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Robson Fire Department	Halloween Fireworks	\$1,000
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be amended to read:

AREA J

Robson Fire Department Social Club	Robson Fire Department 45th Anniversary	\$1,500
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Robson Fire and Rescue Society	Halloween Fireworks	\$1,000
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Carried

12.3.2 Community Development

Moved and seconded,
And Resolved:

615/24

Community Development grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

AREA H

W.E. Graham Community Service Society	Christmas Hampers	\$4,000
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AREA I

Castlegar & District Recreation Department	Santa Clause School Visits	\$1,500
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Kootenay Lake Hospital Foundation	Ultrasound System Purchase	\$1,000
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SHSS Safe Grad	SHSS Safe Grad 2025	\$2,500
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AREA J

Castlegar & District Recreation Department	Santa Clause School Visits	\$1,500
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Kootenay Gallery of Art, History and Science Society	Gallery Relocation Project	\$50,000
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Ootischenia Improvement District	Waterloo Park Hydrant Remediation	\$42,000
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SALMO

The Corporation of the Village of Salmo	Tarp System	\$4,426.28
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SLOCAN

Treehugger Retreats and Events Society	Winter Carnival	\$603
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WE Graham Community Service Society	Holiday Hampers	\$1,000
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Carried

12.3.3 Financial Service Grants

Moved and seconded,
And Resolved:

616/24

That the Board authorize the release of funding for the following Financial Grant Services subject to the receipt and staff review of society and non-profit organization financial statements, minutes of the most recent annual general meeting, and a list of active officers as per the 2024 Financial Service Grant list:

RECIPIENT	SERVICE & NAME	Amount
City of Castlegar - Economic Development	S298 - City of Castlegar Economic Development Service	\$116,000
Town of Creston - Airport Master Plan	S240 - Airport-Creston and Areas B, C and Area A	\$30,000
Town of Creston - Emergency Program Coordinator	S157 - Emergency Planning-Creston and Areas A, B and C	\$75,000
Town of Creston - RCMP Victim Services	S157 - Emergency Planning-Creston and Areas A, B and C	\$38,013

Carried

12.4 CHAIR/CAO REPORTS

CAO Horn had no items.

Chair Watson has finalized the briefing notes for the meeting request with the federal government regarding Telus landlines.

13. RURAL AFFAIRS COMMITTEE

Moved and seconded,

And Resolved:

- 617/24 That the Corporate Officer be authorized to remove the Notice on Title relating to 6410 Highway 3, Electoral Area G, currently owned by Lori and Frank Tersigni, property legally described as LOT 2, DISTRICT LOT 1237, KOOTENAY DISTRICT PLAN 4145, the RDCK Building Department has confirmed that a building permit has been obtained and the deficiencies associated with the construction have been rectified.

Carried

Moved and seconded,

And Resolved:

- 618/24 That the Board direct staff to submit an Infrastructure Planning Grant Program application on behalf of the Wynndel Irrigation District for the Wynndel Irrigation District Asset Management Planning for consideration during the December 2024 intake; AND FURTHER, if the application is not immediately successful, then to submit again upon subsequent intakes.

Carried

14. DIRECTORS' MOTIONS**14.1 Director Davidoff: West Kootenay Sue Big Oil Campaign Delegation**

Moved and seconded,

And Resolved:

- 619/24 That the Board invite the representatives of the West Kootenay Sue Big Oil campaign to fill out a delegation request form to present at a future RDCK Board meeting.

Defeated

14.2 Director Page: Policy No. 300-03-04 - Minimum Required Amounts of Insurance for Contracts

Moved and seconded,

And Resolved:

- 620/24 That the Board direct staff to review the Minimum Required Amounts of Insurance for Contracts Policy No. 300-03-04 to consider amending the existing risk categories criteria based on current local government best practises and return an updated draft to the Board.

Carried

Item 7.4 Directors' Reports was considered at this time.

7.4 DIRECTORS' REPORTS

Each Director gave a brief summary of the work they have been doing within their communities.

**DIRECTOR
ABSENT**

Director Casley left the meeting at 2:16 p.m.

7.4.1 Director Jackman

7.4.1.1 Director's Report: CBRAC/RCC

7.4.1.2 Letter of Support: Kootenay Community Geothermal Project - Fortis BC

7.4.2 Director Tierney: Letter of Support - Creston Valley Minor Baseball Association

7.4.3 Director Graham: Letter of Support - Balfour Recreation Commission

7.4.4 Director McLaren-Caux: 2024 October - November Activities

7.4.5 Director Watson

7.4.5.1 Director's Report - October Activities

7.4.5.2 Briefing Notes: Telus

**RECESSED/
RECONVENED**

The meeting recessed at 2:48 p.m. for a break and reconvened at 2:56 p.m.

16. IN CAMERA

16.1 RESOLUTION - MEETING CLOSED TO THE PUBLIC

The Open meeting will be adjourned after In Camera without reconvening back into the open session unless there is business that needs to be addressed.

Moved and seconded,
And Resolved:

621/24

In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsections:

- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Carried

16.2 RESOLUTION - RECESS OF OPEN MEETING

Moved and seconded,
And Resolved:

622/24

The Open Meeting be recessed at 2:56 p.m. in order to conduct the *In Camera* Board meeting and reconvened at 4:08 p.m.

Carried

17. MATTERS ARISING FROM IN CAMERA MEETING

Moved and seconded,
And Resolved:

623/24 That the Board approve a two-year extension of the Organics Coordinator position to March 31,
IC69/24 2027, to provide support for the Organics Diversion Program;

AND FURTHER, that the salary and benefit conditions of the existing contract remain, with costs to be paid from Allocation Service 102 Resource Recovery.

Carried

Director Graham recorded opposed.

18. ADJOURNMENT

Moved and seconded,
And Resolved:

624/24 That the meeting adjourn at 4:08 p.m.

Carried

Aimee Watson, RDCK Board Chair

Angela Lund, Deputy Corporate Officer

RDCK Housing Needs Report Update

RDCK Board of Directors Meeting
12 December 2024



**TURNER DRAKE
& PARTNERS LTD.**



**MAKOLA
DEVELOPMENT
SERVICES**

Agenda

- **About the Project & Report**
- **Key Findings**
- **Recommendations**
- **Questions and Discussion**



Participants

Partnership between the Regional District and 5 local municipalities:



Village of
Kaslo



THE VILLAGE OF
N A K U S P



With consulting support from:



MAKOLA
DEVELOPMENT
SERVICES



**TURNER DRAKE
& PARTNERS LTD.**

Housing Needs Reports

Old Requirements

- Collect data on 50+ housing indicators
- Publicly display data on local government website
- “Consider” data when updating or amending OCPs, zoning bylaws, etc.

New Reporting Requirements

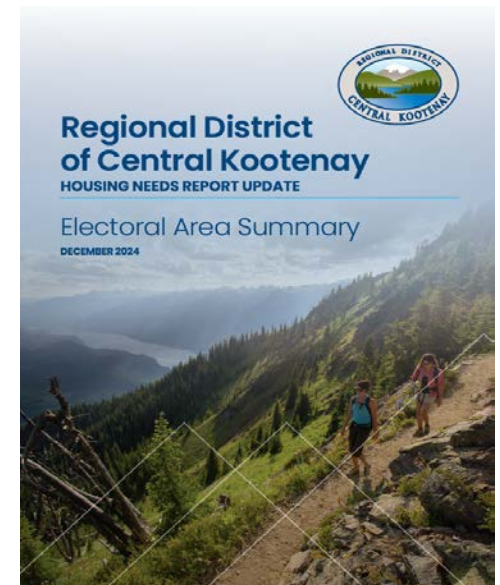
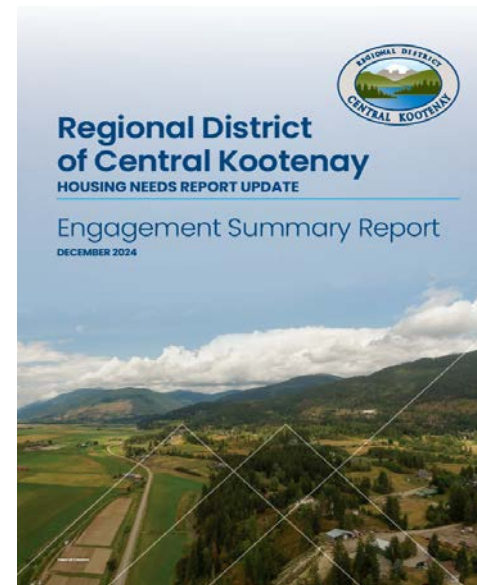
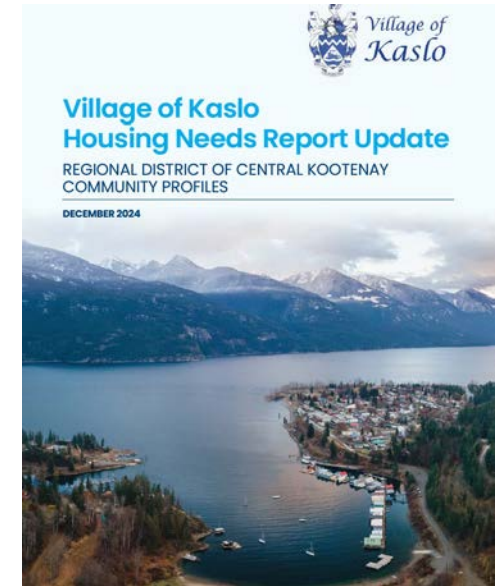
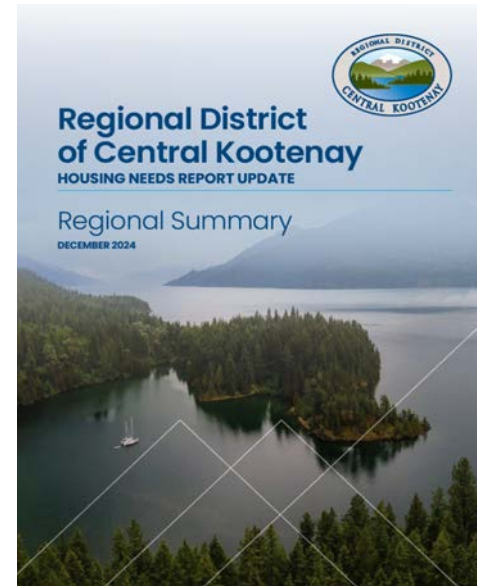
- Standardized projection methodology
- Required units calculation
- Statements about Key Areas of Local Need
- Actions taken to address need since the last report (2020)
- Local governments must update OCP and zoning bylaws to permit the number of housing units needed over 20 years as determined by the use of the HNR method.

Report Organization

HNR Update has four key components:

- Regional Summary Report
- Village Community Profiles
- Electoral Area Summary Report
- Engagement Summary Report

All four work together to build a picture of housing in your community.





KEY FINDINGS

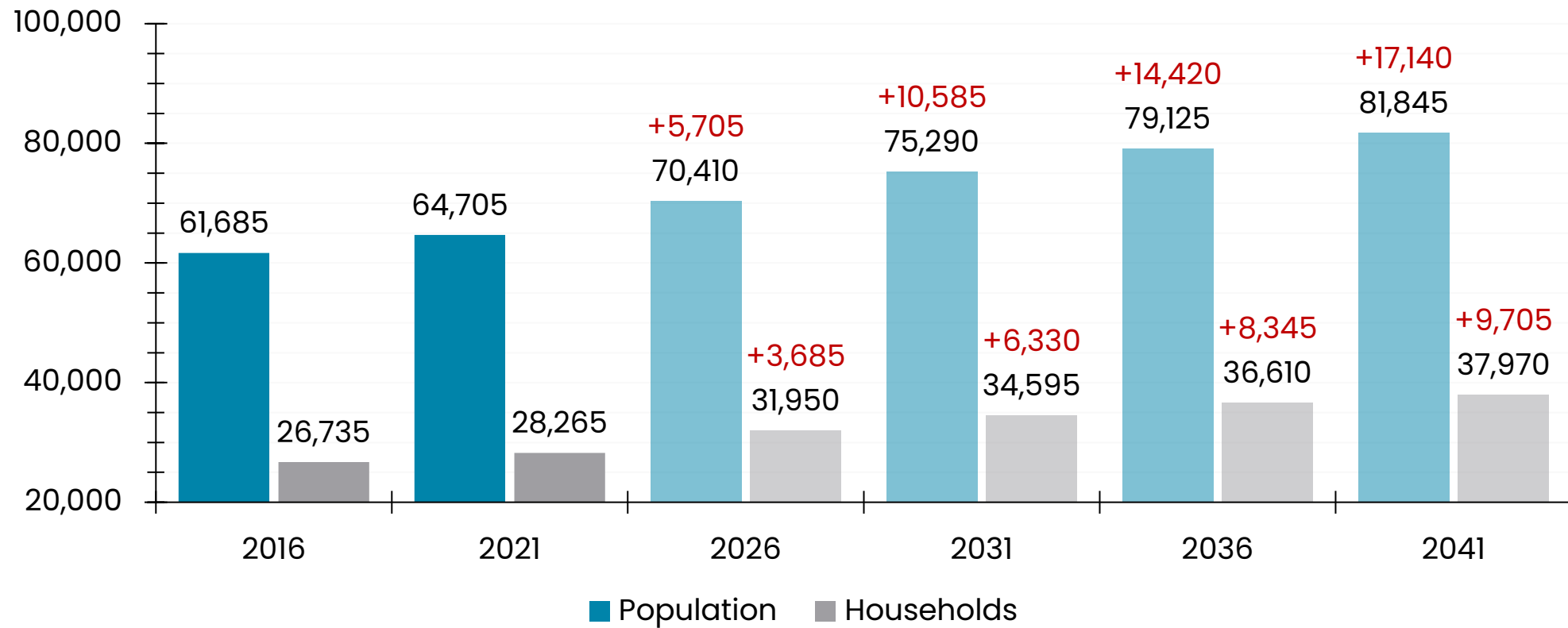
Key Findings

The RDCK Population is Growing and Changing

- Population grew 5% between 2016–2021. Households grew by 6%. It is anticipated that the region will continue to grow over the next two decades.
- Largest growth rates amongst seniors. Projections also anticipate increases among 25–44-year-olds over the next 20 years.

Population and Household Growth

Historical and anticipated total population and households, and change since 2021, total RDCK



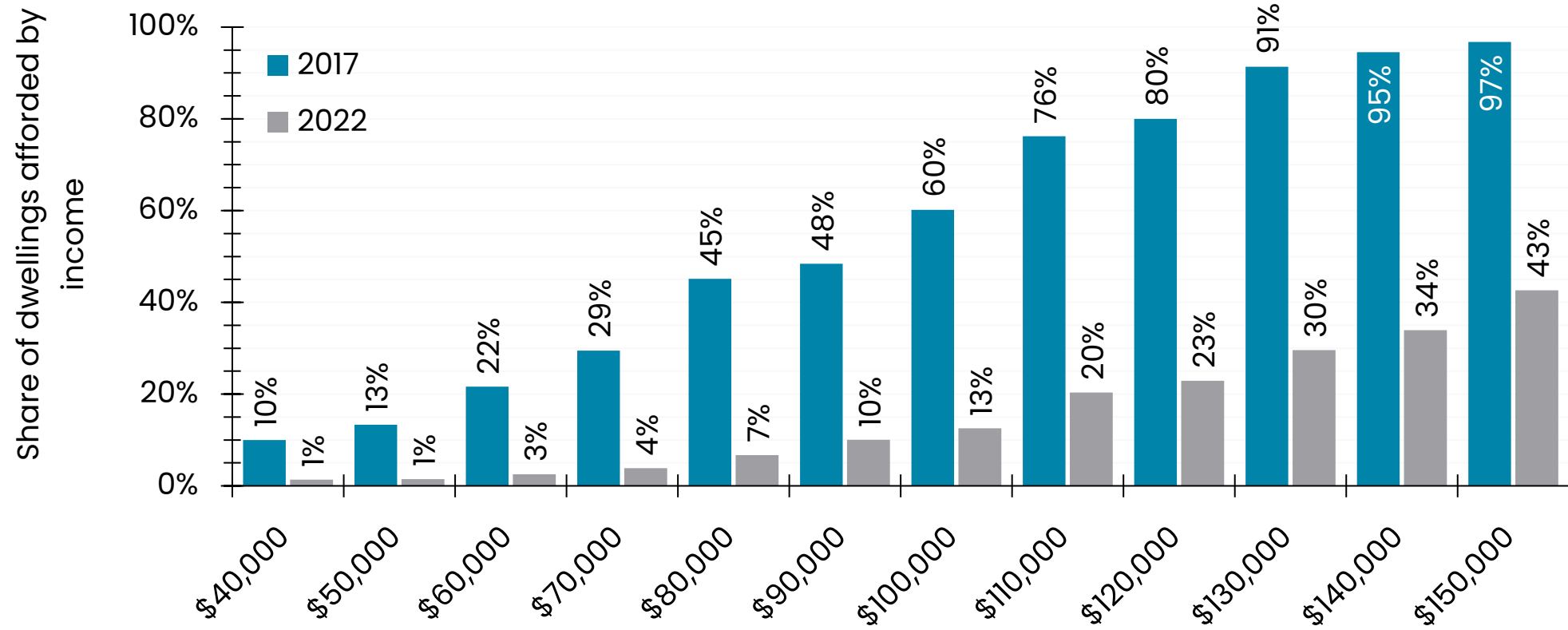
Key Findings

Sale Prices are Rising, and Homeownership is Increasingly Out of Reach for Many

- Median home sale price in the RDCK rose approx. 54% between 2019 and 2022.
- Median single detached home sold for \$549,000 in the RDCK in 2022.
- House prices across the RDCK are increasing at a much higher rate than incomes, making it increasingly more difficult for current and future residents to purchase a home in the region.

Home Ownership Attainability

Change in the share of dwellings afforded by a defined income, total RDCK



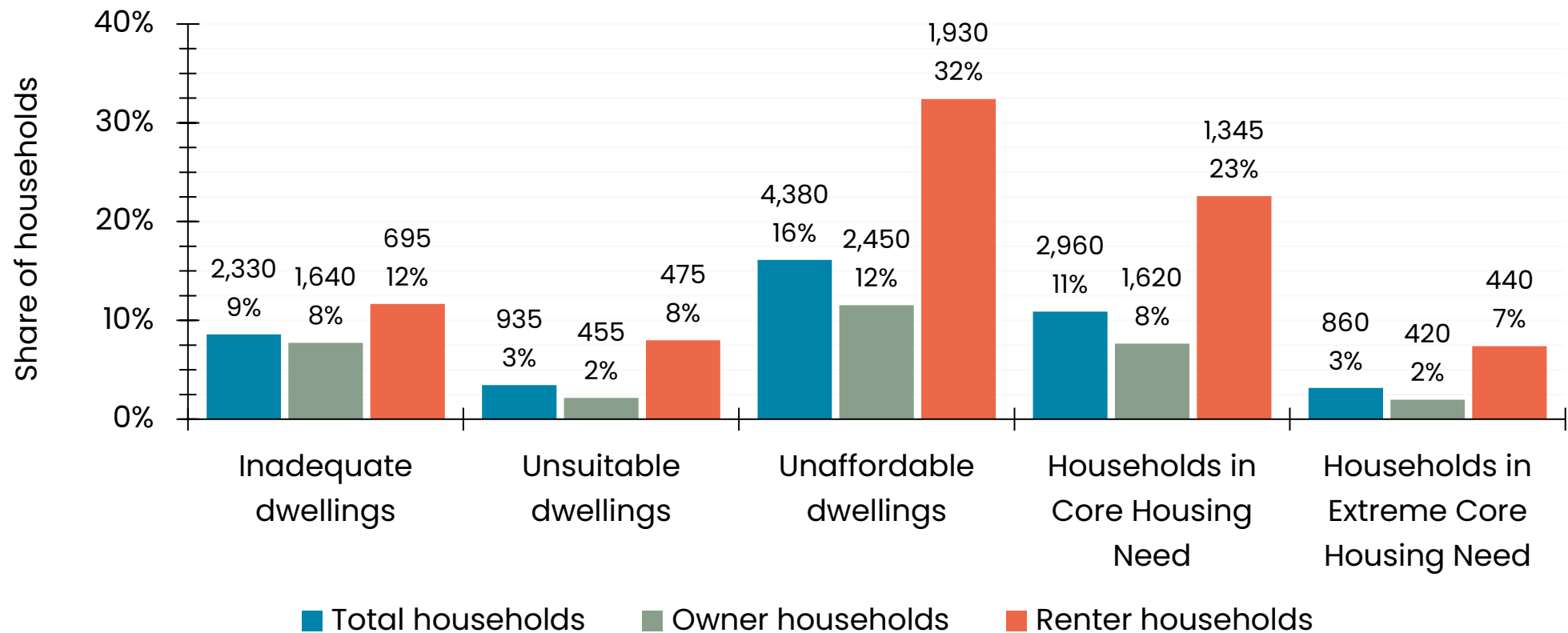
Key Findings

RDCK Residents are Facing Affordability Challenges

- In 2021, 11% of regional households lived in a home that was in need of major repairs, overcrowded, and/or unaffordable – referred to as “Core Housing Need” (CHN).
- Renter households are most severely affected by CHN – approx. 23% of renter households in the region were in CHN.
- About 19% of RDCK households earned a “very low income” or “low income.” This income group has limited housing options and has a higher susceptibility to sudden changes in housing costs.

Housing Indicators

Share of households experiencing a specific housing indicator by tenure, 2021



Key Findings

Demand for Housing is Expected to Increase over the Next 20 Years

- Provincial projections suggest the RDCK may need to add a total of 15,265 new homes across the housing spectrum to:
 - mitigate increased market imbalances
 - account for anticipated new demand
 - address existing housing deficits

Anticipated Demand

Standardized methodology supplied by the Province.

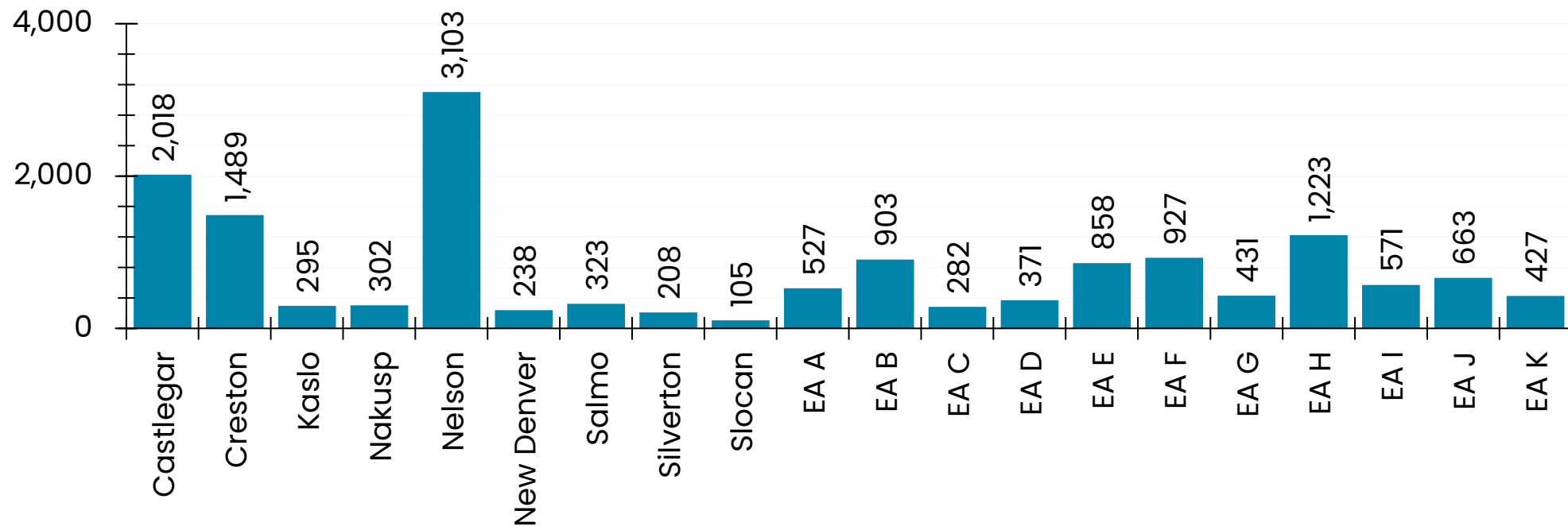
Accounts for:

- Current demand
- Projected demand
- Demand buffer – not enough to “meet” demand, need additional units to restore balance and improve affordability.

Anticipated Demand by Community

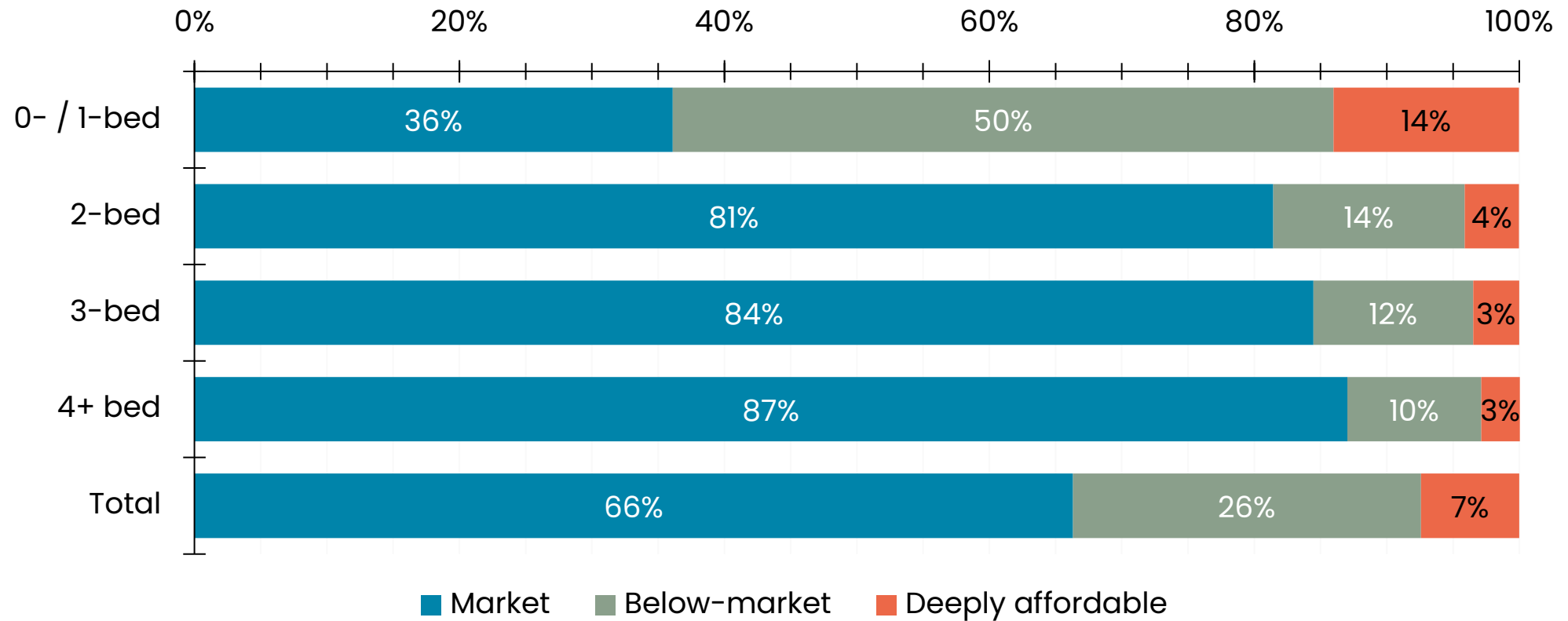
The HNR Method anticipates that the entire region will require 15,265 units by 2041 and 5,383 by 2026.

Number of dwelling units required by 2041, by community



Distribution of Demand

Distribution of housing price model demand by number of bedrooms, by 2041





RECOMMENDATIONS

Recommendations

- Continue advocacy and education efforts.
- Promote and protect housing affordability in the market.
- Work with partners to expand non-market, affordable housing options.
- Encourage densification in serviced areas.

An aerial photograph of a town nestled in a valley. The town features a mix of residential houses and larger commercial or institutional buildings. A prominent feature is a large, light-colored, curved-roof structure, possibly a school or community center. To the right, a large body of water, likely a lake or reservoir, is visible, with a marina area containing several boats. The surrounding hills are densely forested with trees showing autumn foliage in shades of yellow, orange, and green. The sky is clear and blue.

Questions?

Thank you!



Jenna Hildebrand
jhildebrand@makoladev.com

Andrew Scanlan-Dickie
ascanlandickie@turnerdrake.com



**TURNER DRAKE
& PARTNERS LTD.**



**MAKOLA
DEVELOPMENT
SERVICES**



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**CRESTON VALLEY AGRICULTURAL ADVISORY
COMMISSION
OPEN MEETING MINUTES**

2:30pm

Tuesday, October 29, 2024

Hybrid Meeting

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

Location:

Creston and District Community Complex
Erickson Room

COMMISSIONERS PRESENT

Commissioner Randy Meyer	Electoral Area B, Chair
Commissioner Larry Rast	Electoral Area C
Commissioner Dean Eastman	Electoral Area C
Commissioner Dale McNamar	Electoral Area C

COMMISSIONERS ABSENT

Commissioner David Mutch	Electoral Area B
Commissioner Owen Edwards	Electoral Area B

DIRECTOR

Garry Jackman	Electoral Area A, Director
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STAFF

Zachari Giacomazzo	Planner
Shelly Kindred-Fawcett	Administrative Assistant

PUBLIC

Forrest Demman	Applicant
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1. CALL TO ORDER

Chair Meyer called the meeting to order at 2:35 p.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and seconded,

AND Resolved:

The Agenda for the October 29, 2024 Creston Valley Agricultural Advisory Commission meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The July 19, 2024 Creston Valley Agricultural Advisory Commission minutes, have been received.

5. STAFF REPORTS

5.1 Development Variance Permit Application – Forrest Demman (V2418A)

The Referral Package dated October 7, 2024 from Planner Zachari Giacomazzo, has been received.

Discussion:

- The present Commission members participated in a site visit of the property located at 1180 Wigen Road, Wynndel.
- The Applicant answered the Commission’s questions regarding the residential footprint of the proposed dwelling.
- The Commission discussed the probability of the existing driveway gravel be scraped back to dirt in order to plant trees as an example.

Moved and seconded,

AND Resolved:

That the Creston Valley Agricultural Advisory Commission **SUPPORT** the Development Variance Permit Application to Forrest Demman for the property located 1180 Wigen Road, Wynndel, and legally described as LOT C DISTRICT LOT 9551 KOOTENAY DISTRICT PLAN 1489 to vary Section 25.4 of *Electoral Area ‘A’ Comprehensive Land Use Bylaw No. 2315, 2013* to permit a Farm Residential Footprint of 4012 m² whereas the bylaw permits a maximum Farm Residential Footprint of 2000 m² and Section 25.6 to increase the maximum permitted GFA for a Single Detached Dwelling from 185 m² to 300 m². The above variances are being requested to authorize the construction of a dwelling that is a similar size to the original dwelling that was destroyed by a fire.

AND FURTHER, subject to the footprint of the proposed dwelling being no larger than 150 m²;

AND FURTHER, that the existing gravel driveway on the east side of the property be reclaimed to natural soil so that the farm residential footprint does not exceed a maximum area 4000 m².

Carried

6. PUBLIC TIME

The Chair will call for questions from the public at 3:19 p.m.

7. NEXT MEETING

The next Creston Valley Agricultural Advisory Commission Meeting is not yet scheduled.

ADJOURNMENT

MOVED and seconded,

AND Resolved:

The Creston Valley Agricultural Advisory Commission meeting be adjourned at 3:19 p.m.

Approved by
Randy Meyer, Chair



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**SOUTH SLOCAN WATER SERVICES COMMUNITY
ADVISORY COMMITTEE
DISCUSSION NOTES**

A meeting of the South Slokan Water Services Community Advisory Committee was held at 1:00 pm on Friday, November 1, 2024 through a hybrid model.

COMMITTEE MEMBERS PRESENT

Committee Member Peter Wood
Committee Member Kathy Loxam
Committee Member Gary Niminiken
Committee Member Ian McGovern
Committee Member George Mentz
Director Walter Popoff, Electoral Area H

STAFF

Uli Wolf	GM of Environmental Services
Chris Gainham	Utility Services Manager
Alex Divlakovski	Water Operations Manager

1. WELCOME AND INTRODUCTIONS

2. STAFF REPORTS

2.1 Financial Services Statement – S245

2.2 Operations and Maintenance Update

Including an update on raw water line leak detection and repair.

Item – Can we include information about the CAC and Member contact information in the annual utility mail-out?

Action – Staff to confirm if there is any privacy concerns and report back to the CAC

2.3 Capital Works Update

Item – 2026/2027 proposed capital works includes construction routing through terrain that is flagged by CAC members as challenging due to presence of shallow bedrock

Action – Staff to consider this in cost estimating and can confirm that subsurface shallow bedrock is indicated on system mapping

Item – Can work on the system be deferred to allow reserves to be built-up?

Action – The proposed scope of capital works as presented will rely on grant funding. Deferral of capital upgrades as per the AMP carries the risk that funds will need to be allocated for unplanned responses to infrastructure failures.

Item - Should some reserve money not be retained as “seed money” for future grant applications?

Maintaining some reserve funds as ‘seed money’ for future grant applications is an important consideration, especially in the context of funding larger capital projects. Having reserves available does help ensure that we can meet these requirements and take advantage of grant opportunities as they arise.

However, the decision to retain reserve funds for this purpose must be carefully balanced against the immediate needs of the system and the risks associated with deferring critical upgrades, including the readiness for grants.

Item – Inquiry regarding what evidence/information indicates that the replacement of the lower section of water line - that section on the river side of the highway - is in such poor condition that it must be replaced next year?

Action – Staff are leveraging the AMP along with O/M knowledge and break history to prioritize linear replacements. Staff to follow up with additional information to the CAC on proposed capital works.

2.4 Service Area Bylaw Modernization

2.5 Review of Water Conservation Measures – Schedule “A” Bylaw 2894

3. 2024-2028 FINANCIAL PLAN

A copy of the 2024-2028 Financial Plan for Service S245 Water Utility Area H (South Slokan) has been received (Attachment A).

4. WOODLOT ACTIVITY UPDATE

5. NEXT ASSEMBLY

The next assembly of the South Slokan Water Services Community Advisory Committee will be scheduled in accordance with Section 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

RDCK 2024-2028 Financial Plan – Service S245 – South Slocan Water Utility

S245 Water Utility-Area H (South Slocan)**INCOME**

Account	Description	2023 Final	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41015	Parcel Taxes	13,884	13,884	14,168	14,168	14,168	14,168	21,600
42030	User Fees	106,649	105,906	113,300	121,228	127,282	133,656	167,083
44020	Investment Income & Interest	1,968	0	0	0	0	0	0
45000	Transfer from Reserves	5,841	5,841	33,000	0	0	0	250,000
49100	Prior Year Surplus	6,215	5,226	-468	0	0	0	0
Total Income		134,558	130,857	160,000	135,396	141,450	147,824	438,683

EXPENSES

Account	Description	2023 Final	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010	Salaries	15,724	16,395	17,287	15,899	16,217	16,541	16,872
51020	Overtime	674	997	1,059	1,101	1,123	1,146	1,169
51030	Benefits	3,351	4,263	4,527	4,134	4,216	4,301	4,387
51050	Employee Health & Safety	77	89	95	98	100	102	104
51500	Directors - Allowance & Stipend	505	504	535	557	568	579	591
51565	Directors - Mileage	60	0	64	66	68	69	70
52030	Memberships, Dues & Subscriptions	50	100	106	110	113	115	117
53020	Admin, Office Supplies & Postage	16	31	33	34	35	36	36
53030	Communication	1,027	1,075	1,142	1,187	1,211	1,235	1,260
53050	Insurance	1,960	2,422	2,572	2,675	2,729	2,783	2,839
53080	Licence & Permits	286	546	580	603	615	627	640
54030	Contracted Services	2,087	4,501	2,216	2,305	2,351	2,398	2,446
54040	Consulting Fees	0	0	18,000	0	0	0	0
55010	Repairs & Maintenance	5,127	7,526	7,993	8,312	8,479	8,648	8,821
55020	Operating Supplies	2,790	8,741	6,000	6,240	6,365	6,492	6,622
55025	Chemicals	1,504	979	1,597	1,661	1,694	1,728	1,763
55030	Equipment	10	0	10	11	11	11	12
55040	Utilities	1,788	1,966	1,899	1,975	2,014	2,055	2,096
56010	Debenture Interest	2,999	2,999	2,999	2,999	2,999	2,999	2,999
56020	Debenture Principal	4,725	5,712	5,712	5,712	5,712	5,712	5,712
59000	Contribution to Reserve	27,122	25,154	24,516	32,614	36,784	41,241	80,140
59500	Transfer to Other Service	8,526	10,838	8,948	8,509	8,680	8,853	9,030
59510	Transfer to Other Service - General Admin. Fee	5,214	5,214	5,383	5,598	5,710	5,824	5,941
59520	Transfer to Other Service - IT Fee	5,516	5,516	4,870	5,065	5,166	5,269	5,375
59550	Transfer to Other Service - Environmental Services Fee	25,289	25,289	26,857	27,931	28,490	29,060	29,641
60000	Capital Expenditures	0	0	15,000	0	0	0	250,000
Total Expenses		116,428	130,857	160,000	135,396	141,450	147,824	438,683

Total Service	18,130	0	0	0	0	0	0	0
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RESERVE BALANCES

Opening Balance	49,817	71,098	62,614	95,228	132,012	173,253
Net change for the year	21,281	-8,484	32,614	36,784	41,241	-169,860
Total Reserve for Service	71,098	62,614	95,228	132,012	173,253	3,393



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**SOUTH SLOCAN COMMISSION OF MANAGEMENT
OPEN MEETING MINUTES**

**7:00 p.m.
November 4, 2024**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Join by Video:

<https://rdck-bc-ca.zoom.us/j/95544256106?pwd=acn5DOjRaeWuIAPzdkzIN5lz1a9ia4.1>

Join by Phone:

- +1 778 907 2071 Canada
- 833 958 1164 Canada Toll-free

Meeting ID: 955 4425 6106

Meeting Passcode: 550599

In-Person Location: Crescent Valley Community Hall
1385 BC-6, Crescent Valley, BC V0G 1H0

COMMISSION MEMBERS

Director Popoff	Area H
Commissioner Wood	Area H/South Slocan
Commissioner Niminiken	Area H/South Slocan
Commissioner Euerby	Area H/South Slocan
Commissioner Throop	Area H/South Slocan
Commissioner Mentz	Area H/South Slocan
Alternate Commissioner Levan	Area H/South Slocan

MEMBERS ABSENT

Commissioner Loxam	Area H/South Slocan
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STAFF

Joe Chirico	General Manager of Community Services
Pearl Anderson	Meeting Coordinator

7 out of 8 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Due to the absence of Chair Loxam, Joe Chirico, General Manager of Community Services, called the meeting to order at 7:04 p.m.

2. ELECTION OF CHAIR

CALL FOR NOMINATIONS (3 Times)

Director Popoff nominated Commissioner Throop as Chair.

There being no further nominations, Joe Chirico, General Manager of Community Services, ratified the appointed Commissioner Throop as Chair of the South Slokan Commission of Management for the November 4, 2024 meeting.

Chair Throop assumed the Chair.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

4. ADOPTION OF AGENDA

That the Agenda for the November 4, 2024 South Slokan Commission of Management meeting be adopted as circulated.

Carried

5. RECEIPT OF MINUTES

The September 24, 2024 South Slokan Commission of Management minutes have been received.

6. DELEGATE

6.1 There were no Delegates scheduled for this Commission Meeting.

7. OLD BUSINESS

7.1 Old South Slokan Schoolhouse Project Update

The Old Schoolhouse Working Group provided the Commission with an update re: Old School Slokan Schoolhouse Project, including the following information:

- A display has been set up at the Dam Inn.
- A facebook page has been created.
- A funding website has been set up for donations to the bank account.
- Grants have been applied for.

Direction to Staff:

The South Slokan Commission of Management directed staff to provide rough estimates for the Old South Slokan Schoolhouse Project Proposal.

7.2 Recreation Commission No. 8 Meeting Update

Commissioner Throop provided the Commission with an update re: Recreation Commission No. 8 meeting.

8. NEW BUSINESS

MOVED and seconded,
AND Resolved:

That New Business Agenda Item No. 7.1 – 2025 South Slokan Commission of Management Proposed Meeting Dates and Agenda Item No. 7.2 – South Slokan Commission Appointees be deferred to a later date.

Carried

9. PUBLIC TIME

The Chair called for questions from the public at 7:50 p.m. There were no questions from the public.

10. NEXT MEETING

The date for the next South Slokan Commission of Management meeting is to be determined.

11. ADJOURNMENT

MOVED and seconded,
AND Resolved:

That the South Slokan Commission of Management meeting be adjourned at 7:51 p.m.

Carried

Digitally approved,

S. Throop, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. *N/A*

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future South Slokan Commission of Management Meetings

1. *The South Slokan Commission of Management directed staff to provide rough estimates for the Old South Slokan Schoolhouse Project Proposal.*
2. *That New Business Agenda Item No. 7.1 – 2025 South Slokan Commission of Management Proposed Meeting Dates and Agenda Item No. 7.2 – South Slokan Commission Appointees be deferred to a later date.*



REGIONAL DISTRICT OF CENTRAL KOOTENAY

RIONDEL COMMISSION OPEN MEETING MINUTES

**7:00p.m.
November 5, 2024**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Join by Video:

<https://rdck-bc-ca.zoom.us/j/94421359917?pwd=LfhDEQvHQfsXbbarayvB1HpvASbaLd.1>

Join by Phone:

1 778 907 2071 Canada
833 955 1088 Canada Toll-free

Meeting ID: 944 2135 9917

Meeting Password: 055296

In-Person Location: Riondel Community Centre, Commission Office, Room #6
1511 Eastman Ave., Riondel, BC

COMMISSION MEMBERS

Commissioner G. Panio	Riondel	In-person
Commissioner N. Anderson	Riondel	In-person
Commissioner J. Donald	Riondel	In-person
Commissioner D. Lavigne	Riondel	In-person
Commissioner A. Cop	Riondel	In-person
Commissioner L. Cranna	Riondel	Remote
Commissioner G. Jackman	Director – Electoral Area A	In-person

STAFF

Jenna Chapman	Meeting Coordinator	Virtual
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7 out of 7 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Chair Panio called the meeting to order at 7:00 p.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and seconded,
AND Resolved:

The Agenda for the November 5, 2024 Riondel Commission meeting, be adopted as circulated.

With the addition of the following item:

- 8.7 Update of the Riondel.ca Website

Carried

4. RECEIPT OF MINUTES

The October 1, 2024 Riondel Commission meeting minutes, have been received.

5. DELEGATE

5.1 There are no Delegates scheduled for this Commission meeting.

6. OLD BUSINESS

6.1 Circle of Friends Hot Water Tank Update

Chair Panio to provide the Commission with an update on the hot water tank replacement for the Circle of Friends Building.

- The tank was being installed today.
- Upgrades to the Electrical to be needed as well.
- The amount is under \$1500.00 to do the install and the upgrade of the electrical.

6.2 New Tarp for the Recreation Centre Roof

Commissioner Anderson will provide an update on the replacement tarp for the Recreation Centre Roof.

- The old tarp has been taken down.
- The rec centre is leaking
- The floors are getting wet again
- Commissioner Anderson to send an e-mail to Craig Stanley and Stuart Durning to provide an update on the Rec Centre roof.
- This will affect the curling rink.

6.3 2025 Commission meeting Proposed Date and Times.

Commission approved the 2025 Proposed Riondel Commission Dates and Times.

2025 RIONDEL COMMISSION DATES	TIME
January 7, 2025	7:00p.m.
February 4, 2025	7:00P.M.
March 4, 2025	7:00p.m.

April 1, 2025	7:00p.m.
May 6, 2025	7:00p.m.
June 3, 2025	7:00p.m.
July 8, 2025	7:00p.m.
August 5, 2025	7:00p.m.
September 2, 2025	7:00p.m.
October 7, 2025	7:00p.m.
November 4, 2025	7:00p.m.
December 2, 2025	7:00p.m.

6.4 Update on Riondel Water Drainage Services Community Advisory Committee.

Commissioner Panio lead a discussion on the Riondel Water Drainage Services Community Advisory Committee.

Commission reviewed the costs of the two options, one born by local ratepayers and one by the property owners. We, of course, only had very rough cost estimates to work with. Key points that were raised in support of the latter option were the following:

- Taxation is already at challenging levels.
- Adding water servicing would significantly increase the value of the lots involved.
- In support of the former option of a one-time increase in taxation for all ratepayers were the observations that the serviced lots would provide more income to the local water service budget
- The only gap in the town's water system would be filled
- If the Town pays to fix the line the infrastructure would go on the Riondel Taxpayers, this would be a one-time charge to the Taxpayers of the residents in Riondel.
- The other alternative is, the residents that have the un-serviced cost, this would cost the residents approx. \$20,000.00. – this amount is a very rough guess
- The tax increase would be \$100.00– this amount is a very rough guess
- There is never a full cost for recovery
- Everyone has to have their own septic
- Should take in consideration that lots involved would have been purchased at reduced prices due to lack of water servicing.
- Adding water servicing would significantly increase the value of the lots involved.

6.5 Insurance Requirements for Community Centre Events

Commissioner Panio to lead the discussion around Insurance Requirements for Community Centre Events.

- Every activity needs its own insurance coverage
- Riondel Community Association is sponsoring many of these events and activities.
- It is a problem with the craft fair which is scheduled
- The Riondel Community Association is in communication with RDCK staff

6.6 Water Line & Electrical Work North of Recreation Centre Update.

The e-mail dated, October 29, 2024 from Craig Stanley, Regional Manager Operations and Asset Management has been received.

- Work in progress
- I believe they will be doing something with the water this year.

6.7 Maintenance Personnel Update

Commissioner Panio to lead the discussion re: Maintenance Personnel Update.

- Job posting is out
- We do not currently have someone
- An increase in the basic wage may attract more applicants and allow for greater retention of personnel
- Commissioner Panio to ask for a wage review

6.8 Feedback on Recent Community Centre Rentals (Fall Frolic Dinner & Dance; Elections BC)

Commissioner Panio provided the Commission with an overview regarding the feedback on recent Community Centre Rentals (Fall Frolic Dinner & Dance; Elections BC).

- Everything went very smoothly
- Dinner and dance were sold out and this went very well.
- Elections BC was here and it went smoothly

6.9 Upcoming Community Centre Events Bookings: Flu and Immunization Clinic, November 22, 2024; Christmas Potluck, December 14, 2024.

Commissioner Panio provided the Commission with an update regarding upcoming Community Centre Events Bookings: Flu and Immunization Clinic, November 22, 2024; Christmas Potluck, December 14, 2024.

- The other scheduled event is the Craft Fair on November 30, 2024
- Crawford Bay will be doing Remembrance Day

7. NEW BUSINESS

7.1 Update on Administrative Assistant Posting.

Commissioner Panio provided an update regarding Administrative Assistant Posting, including:

- Currently looking at resumes

Moved and seconded,
AND Resolved:

That the Riondel Commission send a Letter of Thank you to Teresa Johnson.

Carried

7.2 Possible Donation of Cable for Fencing from Teck

The Commission discussed the possible donation of cable for fencing from Teck.

- Teck will provide us the cable
- Men's shed will do the install
- Donation of cable for playground fencing

7.3 Thank you to the East Shore Shed for work on the Community Centre signage & discussion of purchase of new signage.

Commission extended their appreciation and thanked the East Shore Shed regarding work on the Community Centre and provide a discussion regarding purchase of a new sign.

- \$460.00 to get a new sign
- All aluminum

Moved and seconded,
AND Resolved:

To have Speed Pro create a new sign for the Riondel Community Centre for \$460.00.

Carried

7.4 Possible Columbia Basin Alliance for Literary (CBAL) workshop(s) on digital literacy.

Commission Panio lead a discussion regarding possible CBAL workshop(s) on digital literacy, including:

- There is a person from Balfour to do a session to scan and create digital literacy
- Riondel Community Association will send out a notice to residents
- Would love to do something more with the media room

7.5 Discussion of East Shore Shed Rental Offset for Volunteer Work.

Commission providing the East Shore Shed a rental offset for volunteer work.

- Keeping a record of the jobs they are doing for us, the time it is taking and the people who are involved
- Basing people at \$35.00 per hour and then will add that up at the end of year and it will be taken off the rental price
- Shed support has invaluable in helping to address problem areas not covered by regular maintenance schedules.
- Skilled group of people

7.6 Community Centre Support Document.

Commission Panio provided a discussion regarding the Community Centre Support Document.

- Sent the letter out to Joe Chirico, just sending this to Joe not to CBT
- Proud of our people but we need support
- Our community has been putting a lot of volunteer time and care into the Riondel Community Centre, as well as allotting significant local taxation dollars to a building reserve fund, maintenance upgrades, and studies for building renovations.

7.7 Riondel Community Website.

The Commission provided an overview on the Riondel Community website including:

- Website is out of date and needs to be updated
- Geoff Tremblay to create a new Riondel.ca website
- Useful and a good site.

Moved and seconded,
AND Resolved:

The Riondel Commission authorize \$400.00 to create a framework of a riondel.ca website.

Carried

8. CORRESPONDENCE

8.1 Ministry of Transportation Public Notice of Clearing Boulevards Update.

E-mail thread dated, September 24, 2024 – September 26, 2024 between Gerald Panio, Chair Riondel Commission and MOTI has been received.

- RDCK will create a notice for the Riondel Commission to distribute.

9. PUBLIC TIME

The Chair will call for questions from the public at 8:32p.m.

10. NEXT MEETING

The next Riondel Commission meeting is scheduled for December 3, 2024 at 7:00p.m.

11. ADJOURNMENT

MOVED and seconded,

AND Resolved:

The Riondel Commission meeting be adjourned at 8:36p.m.

Carried

Digitally Approved

G. Panio, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. N/A

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Riondel Commission Meetings

1. N/A



Regional District of Central Kootenay
NELSON, SALMO, E, F, AND G REGIONAL PARKS COMMISSION

Open Meeting Minutes

ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

9:00 a.m. PST

Join by video:

<https://rdck-bc-ca.zoom.us/j/94876266105?pwd=mQX0AaKsYJClxPAytebDvKdraeju6r.1>

Meeting ID: 948 7626 6105

Meeting Password: 874589

Join by phone

Phone Number:

- +1 778 907 2071 Canada
- 833 955 1088 Canada Toll-free

In-Person Location: RDCK Head Office - Boardroom 202 Lakeside Drive

COMMISSION/COMMITTEE MEMBERS

Commissioner K. Page	Chair - City of Nelson
Commissioner D. Lockwood	Village of Salmo
Commissioner C. Graham	Area E
Commissioner T. Newell	Area F
Commissioner H. Cunningham	Area G

STAFF

Joe Chirico	General Manager
Craig Stanley	Regional Manager – Operations & Asset Management
Trisha Davison	Regional Manager – Recreation & Client
Cary Gaynor	Regional Parks Manager
Sarah Fuhr	Communications/Community Engagement
Pearl Anderson	Meeting Coordinator

5 out of 5 voting Commission members were present – quorum was met.

1. CALL TO ORDER

Chair Page called the meeting to order at 9:00 a.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and Seconded,
AND Resolved

That the Agenda for the November 12, 2024 Nelson, Salmo, E, F and G Regional Parks Commission meeting be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The October 15, 2024 Nelson, Salmo, E, F and G Regional Parks Commission minutes have been received.

5. DELEGATES

There were no delegates scheduled for this Commission Meeting.

COMMISSIONER PRESENT: Commissioner Cunningham joined the meeting at 9:04 a.m.

6. STAFF REPORTS**6.1 Taghum Beach Parking Lot**

Cary Gaynor provided the Commission with a brief update re: Taghum Beach Parking Lot and the October 29, 2024 RDCK staff meeting with SNT Engineering Ltd. for a further design concept.

7. NEW BUSINESS**7.1 2025 Proposed Nelson, Salmo and Areas E, F & G Regional Park Commission Meeting Dates**

The Commission reviewed the 2025 proposed Nelson, Salmo and Areas E, F, & G Regional Park Commission meeting dates, times and locations as follows:

DATE	TIME	LOCATION
March 12, 2025	9:00 a.m.	RDCK Boardroom
June 11, 2025	9:00 a.m.	RDCK Boardroom
September 10, 2025	9:00 a.m.	RDCK Boardroom
November 12, 2025	9:00 a.m.	RDCK Boardroom

Moved and seconded,
AND Resolved:

That the Commission approve the following 2025 Nelson, Salmo and Areas E, F & G Regional Parks Commission meeting dates and times:

DATE	TIME	LOCATION
January 21, 2025	9:00 a.m.	RDCK Boardroom
March 25, 2025	9:00 a.m.	RDCK Boardroom
June 10, 2025	9:00 a.m.	RDCK Boardroom
September 9, 2025	9:00 a.m.	RDCK Boardroom
November 10, 2025	9:00 a.m.	RDCK Boardroom

Carried

8. PUBLIC TIME

The Chair called for questions from the public and members of the media at 9:17 a.m. There were no questions from the public or members of the media.

9. IN CAMERA

9.1 Meeting Closed to the Public

MOVED and Seconded,
AND Resolved

In the opinion of the Board - and, in accordance with Section 90 of the Community Charter – the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting;

AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality:

Carried

9.2 Recess of Open Meeting

MOVED and Seconded,
AND Resolved

That the Open Meeting be recessed at 9:18 a.m. in order to conduct the Closed In-Camera meeting.

Carried

10. NEXT MEETING

The next Nelson, Salmo, E, F and G Regional Parks Commission meeting is scheduled for January 21, 2025 at 9:00 a.m.

11. ADJOURNMENT

MOVED and Seconded,
AND Resolved

That the Nelson, Salmo, E, F and G Regional Parks Commission meeting be adjourned at 10:12 a.m.

Carried

Digitally approved,

Keith Page, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

N/A

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Nelson, Salmo, Areas, E, F and G Regional Parks Commission Meetings

N/A



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**SUNSHINE BAY REGIONAL PARK COMMISSION
OPEN MEETING MINUTES**

**6:00 p.m.
November 14, 2024**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Join by Video:

<https://rdck-bc-ca.zoom.us/j/96752397726?pwd=83BAyrAcV4YrbslCge6GMScKoyGaeb.1>

Join by Phone:

- +1 778 907 2071 Canada
- 833 955 1088 Canada Toll-free

Meeting ID: 967 5239 7726
Meeting Password: 761188

COMMISSION/COMMITTEE MEMBERS

Commissioner Dosenbeger	Area E
Commissioner Beaulac	Area E
Commissioner Dehnel	Area E
Commissioner Prosser	Area E
Commissioner McCulloch	Area E
Commissioner Newton	Area E
Director Graham	Area E

MEMBERS ABSENT

Commissioner Foot	Area E
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STAFF

Jeff Phillips	Regional Parks and Trails Operations Supervisor
Pearl Anderson	Meeting Coordinator

7 out of 8 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Chair Dosenbeger called the meeting to order at 6:04 p.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and seconded,
AND Resolved:

That the Agenda for the November 14, 2024 Sunshine Bay Regional Parks Commission meeting be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The September 12, 2024 Sunshine Bay Regional Parks Commission minutes have been received.

5. DELEGATE

5.1 There were no Delegates scheduled for this Commission meeting.

6. STAFF REPORTS

6.1 Operations Update

Jeff Phillips, Regional Parks and Trails Operations Supervisor, provided the Commission with an operations update of the Sunshine Bay Regional Park presenting the following as information:

- No major capital works projects in 2024,
- Market was well received,
- Directional signage will be installed down to the wetlands.

6.2 Budget Update

Jeff Phillips, Regional Parks and Trails Operations Supervisor provided the Commission with a Budget update of the Sunshine Bay Regional Park presenting the following information:

- 75% of the 2024 budget has been allocated,
- 2024 budget allocations fell \$10,000 below budget,
- 2025 preliminary budget discussions include possible installation of more secure equipment facility door.

ACTION ITEM: Commission members were asked to forward email with 2025 budget requests to Chair Dosenberger.

7. NEW BUSINESS

7.1 Wetland Update

Commissioner Prosser provided the Commission with a brief update from the Friends of Kootenay Lake Stewardship Society. re: Sunshine Bay Regional Park Wetland. Commissioner Prosser will forward emails from the Friends of Kootenay Lake Stewardship Society to Jeff Phillips and send AGM minutes to Director Graham.

7.2 2025 Sunshine Bay Regional Park Proposed Meeting Dates and Time

Commission discussed the 2025 meeting schedule and select dates and times.

DATE	TIME A.M/P.M
March 13, 2025	6:00 p.m.
June 12, 2025	6:00 p.m.
September 11, 2025	6:00 p.m.
November 13, 2025	6:00 p.m.

MOVED and Seconded,
AND RESOLVED:

That the Commission approve the following 2025 Sunshine Bay Regional Park Commission meeting dates and times:

DATE	TIME A.M/P.M
March 13, 2025	6:00 p.m.
June 12, 2025	6:00 p.m.
September 11, 2025	6:00 p.m.
November 13, 2025	6:00 p.m.

Carried

8. PUBLIC TIME

The Chair called for questions from the public at 6:36 p.m. There were no questions from the public.

9. NEXT MEETING

The next Sunshine Bay Regional Park Commission meeting is scheduled for March 13, 2025.

10. ADJOURNMENT

MOVED and seconded,
AND Resolved:

That the Sunshine Bay Regional Park Commission meeting be adjourned at 6:39 p.m.

Carried

Digitally approved,

L. Dosenberger, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. N/A

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Sunshine Bay Regional Parks Commission Meetings

1. N/A



REGIONAL DISTRICT OF CENTRAL KOOTENAY

NELSON & DISTRICT RECREATION COMMISSION NO. 5 OPEN MEETING MINUTES

9:00 a.m.

November 27, 2024

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

COMMISSION MEMBERS

Commissioner Page	City of Nelson- Chair
Commissioner Tait	City of Nelson
Alt. Commissioner Smienk	Area E
Commissioner Newell	Electoral Area F

ABSENT

Commissioner Morrison	City of Nelson
Commissioner Graham	Area E

DELEGATION

Linda McKay	Nelson Pickleball Club
Michael Hoher	Nelson Pickleball Club

GUESTS

Bill McDonnell
Timothy Schafer
David McCulloch

STAFF

Joe Chirico	General Manager of Community Services
Trisha Davison	Regional Manager of Recreation and Client Services
Craig Stanley	Regional Manager of Operations and Asset Management
Sarah Fuhr	Communications/Community Engagement
Pearl Anderson	Meeting Coordinator

4 out of 5 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Chair Page called the meeting to order at 9:00 a.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and seconded,

AND Resolved:

That the Agenda for the November 27, 2024 Nelson and District Recreation Commission No. 5 meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The September 25, 2024 Nelson & District Recreation Commission No. 5 minutes have been received.

COMMISSIONER PRESENT: Alternate Commissioner Josh Smienk arrived at 9:01 a.m.

5. DELEGATE

5.1 Michael Hoher from the Nelson Pickleball Club presented the Commission with a case regarding building a full size gymnasium at the recreation centre.

Notable Discussion:

- State of Pickleball in Nelson,
- Limitation of space to play Pickleball in the Nelson area,
- Rapid growth of the sport,
- Demographics involved in the sport in the Nelson area,
- Health benefits to being involved in the sport,
- Challenges to playing at outdoor courts - excessive heat, smoke, time restrictions,
- Indoor space is capped out, no more members can be added,
- Need for the creation of more accessible outdoor Pickleball courts,
- Need for dedicated indoor year round Pickleball courts to accommodate the rapid growth of the sport, allow for skill development and accommodate tournaments.

MOVED and seconded,

AND Resolved:

That David McCulloch, Nelson Regional Sports Council, be granted freedom of the floor.

Carried

Mr. McCulloch, Nelson Regional Sports Council, asked questions regarding the surface requirements for a Pickleball court, insurance and liability for the Pickleball club and satellite courts for tournaments.

Representatives of the Nelson Pickleball Club left the meeting at 9:46 a.m.

6. STAFF REPORTS

6.1 Nelson Community Recreation Campus Public Engagement

Trisha Davison, Recreation Manager – Recreation & Client Services, provided the Commission with a verbal report, re: Nelson Community Recreation Campus Public Engagement.

7. NEW BUSINESS

7.1 2025 Proposed Nelson & District Recreation Commission Meeting Dates & Times

The Commission reviewed the following proposed Nelson & District Recreation Commission 2025 meeting dates and times:

Date	Time	Location
January 29, 2025		RDCK Boardroom
February 5, 2025		RDCK Boardroom
February 11, 2025 (Special Budget Meeting)		RDCK Boardroom
April 30, 2025		RDCK Boardroom
May 28, 2025		RDCK Boardroom
June 18, 2025		
July 30, 2025		RDCK Boardroom
August 27, 2025		RDCK Boardroom
September 24, 2025		
October 1, 2025		RDCK Boardroom
November 26, 2025		RDCK Boardroom
December 10, 2025		RDCK Boardroom

MOVED and seconded,
 AND Resolved:

That the 2025 Nelson & District Recreation Commission 2025 meeting dates and times be approved as follows:

Date	Time	Location
January 29, 2025	9:00 a.m.	RDCK Boardroom
February 5, 2025	9:00 a.m.	RDCK Boardroom
February 11, 2025 (Special Budget Meeting)	9:00 a.m.	RDCK Boardroom
April 30, 2025	9:00 a.m.	RDCK Boardroom
May 28, 2025	9:00 a.m.	RDCK Boardroom
July 30, 2025	9:00 a.m.	RDCK Boardroom
August 27, 2025	9:00 a.m.	RDCK Boardroom
October 1, 2025	1:00 p.m.	RDCK Boardroom
November 26, 2025	9:00 a.m.	RDCK Boardroom
December 17, 2025 (Special Budget Meeting)	9:00 a.m.	RDCK Boardroom

Carried

8. PUBLIC TIME

The Chair called for questions from the public and members of the media at 10:06 a.m. David McCulloch, Nelson Regional Sports Council, asked three questions which were answered by the Commission.

9. OLD BUSINESS

9.1 Action Items List

The Commission reviewed the previous meetings action list.

MOVED and seconded,
AND Resolved:

That staff review the program registration process and the possibility of creating a single service desk and bring the item to a future Nelson and District Recreation Commission in the spring of 2025.

Carried

10. NEXT MEETING

The next Nelson & District Recreation Commission No. 5 meeting is scheduled for December 10, 2024 at 9:00 a.m.

11. ADJOURNMENT

MOVED and seconded,
AND Resolved:

That the Nelson & District Recreation Commission No. 5 meeting be adjourned at 10:17 a.m.

Carried

Digitally approved,

K. Page, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

N/A

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Nelson & District Recreation Commission No. 5 Meetings

- 1. That staff review the program registration process and the possibility of creating a single service desk and bring the item to a future Nelson and District Recreation Commission in the spring of 2025.*



Regional District of Central Kootenay
EMERGENCY PROGRAM EXECUTIVE COMMITTEE
Open Meeting Minutes

Thursday, November 28, 2024

1:00 pm

RDCK Board Room, 202 Lakeside Dr., Nelson, BC

COMMITTEE MEMBERS PRESENT	Director A. Watson	RDCK Board Chair
	Aidan McLauren-Caux	RDCK Board Vice-Chair
	Director K. Vandenberghe	Electoral Areas A, B, C, G, Salmo and Creston Representative
	Director S. Hewat	Electoral Areas D, E, F, Kaslo and Nelson Representative
	Director H. Hanegraaf	Electoral Areas H, I, J, K, Nakusp, Silvertown, New Denver, Slocan and Castlegar Representative
MEMBER ABSENT	S. Horn	Chief Administrative Officer
STAFF PRESENT	D. Seguin	Manager of Community Sustainability
	S. Sudan	General Manager of Community Sustainability and Development Services
	N. Hannon	Disaster Mitigation and Adaptation Senior Advisor
	J. Jackson	Emergency Program Coordinator (Creston)
	T. Pauls	Emergency Program Coordinator (Nelson)
	I. Briscoe	Emergency Program Coordinator (Nelson)
	M. Barden-Shanks	Meeting Coordinator

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

1:00 p.m. PST

2:00 p.m. MST

Join by Video:<https://rdck-bc-ca.zoom.us/j/91085975219?pwd=29iyZaeyMEoyeO0crUNS4DoOQwJzvv.1>**Join by Phone:**

833 958 1164 Canada Toll-free

Meeting Number (access code): 910 8597 5219**Meeting Password:** 624170**In-Person Location:** Board Room - Nelson Office: 202 Lakeside Drive, Nelson BC**2. CALL TO ORDER**

Chair Watson called the meeting to order at 1:00 p.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

4. ADOPTION OF AGENDA

Moved and seconded,
And resolved:

The agenda for the November 28, 2024 Emergency Program Executive Committee meeting be amended to include Item 7.1 Terms of Reference (TOR) for the Emergency Program Executive Committee before circulation.

Carried**5. RECEIPT OF MINUTES**

The May 22, 2024 Emergency Program Executive Committee minutes, have been received.

Chair Watson identified correction to the May 22, 2024 minutes (see attached revised minutes):

- Director H. Hanegraaf also represents Castlegar;
- Director S. Hewat also represents Nelson;
- S. Horn attends EPEC as a Committee member; and
- Director S. Hewat's name was mis-spelt in Section 3.

6. STAFF REPORTS**6.1 Item - Staff Report**

The Staff Report dated November 13, 2024 from Dan Séguin, Manager of Community Sustainability, re: *Emergency Management Program: Annual Update and Work Plan Overview*, has been received.

The Board will receive the *Emergency Program: Annual Update and Work Plan Overview*, see attached.

7. NEW BUSINESS

7.1 Terms of Reference (TOR) for the Emergency Program Executive Committee (EPEC)

Manager Dan Séguin explained TOR for EPEC need review but are functional.

The TOR for EPEC will be updated and shared with the Committee then Board for review following the release of Emergency and Disaster Management Act (EDMA) regulations.

8. PUBLIC TIME

The Chair called for questions from the public and members of the media at 2:23 p.m.

No questions were asked

9. NEXT MEETING

The next Emergency Program Executive Committee meeting is scheduled for Tuesday, May 13th, 2025 at 1:00 p.m.

10. ADJOURNMENT

Moved and seconded,
And resolved:

The Emergency Program Executive Committee meeting be adjourned at 2:24 p.m.

Carried

Approved by

Aimee Watson, Chair



**Regional District of Central Kootenay
EMERGENCY PROGRAM EXECUTIVE COMMITTEE
Open Meeting Minutes**

Wednesday, May 22, 2024
9:00 am

RDCK Board Room, 202 Lakeside Dr., Nelson, BC

COMMISSION	Director A. Watson	RDCK Board Chair/Electoral Area D
MEMBERS PRESENT	Director D. Lockwood	RDCK Board Vice-Chair/Village of Salmo
	Director K. Vandenberghe	Electoral Areas A, B, C, G, Salmo and Creston Representative
	Director S. Hewat	Electoral Areas D, E, F, Kaslo and Nelson Representative
	Director H. Hanegraaf	Electoral Areas H, I, J, K, Nakusp, Silverton, New Denver, Slocan and Castlegar Representative
	D. Seguin	Manager of Community Sustainability
	S. Horn	Chief Administrative Officer
STAFF PRESENT	S. Sudan	General Manager of Community Sustainability and Development Services
	T. Pauls	Emergency Program Coordinator
	J. Jackson	Emergency Program Coordinator (Creston)
	M. Barden-Shanks	Meeting Coordinator

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:
9:00 a.m. PST

Join by Video:
<https://rdck-bc-ca.zoom.us/j/94656850676?pwd=Vk0zckFSQ3pEVU91T3J0Ty9DVVpnUT09>

Join by Phone:

833 958 1164 Canada Toll-free

Meeting Number (access code): 946 5685 0676

Meeting Password: 313539

In-Person Location: Board Room - Nelson Office: 202 Lakeside Drive, Nelson BC

2. CALL TO ORDER

Dan Séguin called the meeting to order at 9:05 a.m.

3. ELECTION OF CHAIR**CALL FOR NOMINATIONS (3 Times)**

Director Lockwood nominated Director Watson.

Director Hewat nominated Director Watson.

No other nomination was put forward.

DECLARATION OF ELECTED OR ACCLAIMED CHAIR

Dan Séguin ratifies the appointed Director Watson as Chair of the Emergency Program Executive Committee for 2024.

Chair Director Watson assumed the Chair.

4. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

5. ADOPTION OF AGENDA

Moved and seconded,
And resolved:

The agenda for the May 22, 2024 Emergency Program Executive Committee meeting be adopted as circulated.

Carried

6. RECEIPT OF MINUTES

The October 18th, 2022 Emergency Program Executive Committee minutes, have been received.

7. STAFF REPORTS

7.1 Item - Staff Report

The Staff Report dated 22 May, 2024 from Dan Séguin, Manager of Community Sustainability, re: Staff Update, has been received.

Manager Dan Séguin shared his Emergency Management (EM) presentation, informing the Committee on the seasonal outlook and potential risks for wildfire, provided Emergency Program updates on mitigation, preparedness, response and recovery actions and planned and completed projects in 2024. Highlights included the continued success and expansion, of our FireSmart program, the addition of another Emergency Program Coordinator position currently being hired and the development of an annual training calendar to include staff directors and municipal partners.

8. NEW BUSINESS

8.1 Item - New Business

The Committee Report dated April 16, 2024 from Jon Jackson, Emergency Program Coordinator, re: Emergency Support Services Report (ESS) and request for advocacy to the Province, has been received.

Emergency Program Coordinator (EPC) Jackson provided updates on the RDCK Emergency Support Services (ESS) program, volunteer responders, social media campaign recruitment efforts, community engagement and presented a recommendation.

Moved and seconded,

And resolved that it be recommended to the Board:

THAT The Board directs staff to send a letter to the Ministry of Emergency Management and Climate Readiness (EMCR) requesting their help in attracting and retaining Emergency Support Services (ESS) volunteers.

Carried

9. PUBLIC TIME

The Chair called for questions from the public and members of the media at 9:48 a.m.

No questions were announced.

10. NEXT MEETING

The next Emergency Program Executive Committee meeting is scheduled for October 29th, 2024 at 9:00 a.m.

11. ADJOURNMENT

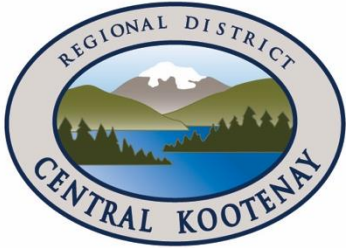
Moved and seconded,
And resolved:

The Emergency Program Executive Committee meeting be adjourned at 9:53 a.m.

Carried

Approved by

Aimee Watson, Chair



Emergency Management Program

Annual Update and Work Plan Overview

November 2024

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Background

RDCK Emergency Management Staff are providing this report to the Emergency Program Executive Committee (EPEC) to ensure that the EPEC can achieve its role in providing oversight, strategic and policy direction, and organizational support to the Emergency Management Program. Further, this report supports EPEC to promote and frame emergency program issues for the RDCK Board of Directors.

Seasonal Outlook

- Temperatures are within seasonal expectations.
- No major flood hazards foreseen at this time, unless we get significant rainfall.
- Monitoring for post-wildfire geo-hazards (three reports received from Ministry of Forests: Argenta, Ponderosa, Komonko wildfires)
- ECCC forecast a potential La Nina winter, typically colder with more precipitation
- Entering winter in Drought Level 3

2024 Update

Mitigation

Actions taken to reduce the impact of disasters to protect lives, property and the environment, and to reduce physical risk and economic disruption.

- Wildfire mitigation
 - CWRP contracting in process for 2024 update
 - This year: Areas A, B, C, G, J, K, Salmo and Nakusp
- FireSmart
 - 527 assessments (RDCK 438)
 - \$288K in rebates (RDCK \$180K)
 - 27 neighbourhoods recognized, 20 neighbourhoods established
- Flood mitigation
 - Creston Valley Flood Management WG (contracting engineering design)
 - Duhamel Creek – Service Case Analysis
 - Service establishment question
- Risk Tolerance Policy: Request for Proposal going set for December 2024.

Preparedness

Actions taken prior to a disaster to be ready to respond to it and manage its consequences.

- Ongoing Emergency Preparedness Committee meetings, with a focus to renew and refresh the meetings in 2025 with input from the participants.
- UBCM CEPF grant to support training low frequency/high-risk events (e.g. train derailment)
- Developing an annual training calendar for EM staff, EOC staff, municipalities, and Elected Officials.
- Developing an integrated communications plan for EM. Delayed due to staff turnover.
- Heat/Cold Response Planning for 2025
- Neighbourhood Emergency Preparedness Program (NEPP)

Response

Actions taken during or immediately after an emergency or disaster for the purpose of managing the consequences.

EOC Activation Summary

- 31 days Level 3 activation (see Table 1 – EOC Activation Levels), 45 days with evacuation orders or alerts in place
- 57 RDCK staff through the EOC
- 14 evacuation orders and 5 evacuation alerts were issued, affecting 2113 addressed properties and PIDs.
- Orders and alerts affected 2 electoral areas and 3 municipalities.
- 7 primary dwellings and 13 outbuildings were lost.
- Three homes and two outbuildings experienced structural damage.
- Many more homes were impacted, including loss of freezers and refrigerators as well as their contents.
- Forests and watersheds were scorched to varying degrees by wildfires, increasing risk of landslides, erosion, floods and snow avalanches within or downslope of the burned area can increase.

ESS Summary

- Six Level 1 responses for house fires + reception centres throughout wildfire season

Table 1 – EOC Activation Levels

EOC Activation Level	Event / Situation	Minimum Staffing Requirements
Level 1	<ul style="list-style-type: none"> • Small event • One site involved • Potential threat of: <ul style="list-style-type: none"> - flood - severe storm - interface fire 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Operations Section Chief • PREOC Notified

Level 2	<ul style="list-style-type: none"> • Moderate event • Two or more sites • Several agencies involved • Major schedule event, e.g. conference or sporting event • Limited evacuations • Some resources/support required 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Risk Mgmt Officer • Section Chiefs (as required) • PReOC limited activation
Level 3	<ul style="list-style-type: none"> • Major event • Multiple sites • Regional disaster • Multiple agencies involved • Extensive evacuations • Resources / support 	<ul style="list-style-type: none"> • All EOC functions and positions (as required) • Policy Group • PReOC activation

Source: [EMBC EMERGENCY OPERATIONS CENTRE Operational Guidelines, 2nd Edition](#)

Recovery

Actions taken to repair or restore conditions to an acceptable level after a disaster.

After-Action Review:

Activities taking place in Q4 2024 and Q1 2025, report end of Q1 2025

- Internal to the RDCK EOC: functioning, processes, procedures, policies, etc.;
- Interagency with RDCK EOC, SE PReOC, central PReOC, BCWS, RCMP, MoTI, YRB, SAR, RDCK Fire Service, HEMBC, ESS, Municipal staff, security companies, flagging companies, etc. functioning, processes, procedures, policies, etc.;
- Elected Officials that were involved across Local Authorities, as well as their CAOs or other involved senior staff;
- Residents of affected areas who were either on Evacuation Alert or Order.

Community Recovery

Working with Colliers Project Leaders to: lead the work and build capacity on the EM team

- Post-Disaster Needs Assessments process in each community
- Development of Community Recovery Plan
- Liaising and coordinating with local community groups (e.g. Argenta Safety and Preparedness Society), NGOs (e.g. Community Futures), Canadian Red Cross, EMCR Recovery Branch.
- Input into the EDMA-compliant Emergency Management Plan

Projects

Completed:

- Hiring additional EPC, located in Nelson

- ESS IT Upgrade for Creston Rec Centre project.
- Unprecedented wildfire response season

2025 At a Glance:

- EOC updates: cloud-based file system, sustainable rostering, robust pay system, EOC Incremental Staff model, mobile EOC vs. alternate site, EM duty officer program, SOGs, EM package for municipalities, plus integration of AAR outcomes.
- ESS program updates: policy, recruitment, structure, and delivery model
- Mitigation: FireSmart + expansion, prioritized fuel treatments, flood mitigation continued + explore the needed service delivery model
- Policy work: All-Hazard Risk Tolerance Policy, “Emergencies” we won’t enforce (terrorism, rioting, and security threats) policy, Flood Response Policy, etc.
- Increasing collaboration with RDKB and RDEK: Response model exploration, policy drafting, advocacy, response to EDMA requirements, etc.
- EDMA - Awaiting regulations, but moving forward with:
 - Indigenous Engagement Requirement: working with municipalities
 - Multijurisdictional Organizations
 - Drafting Disaster Resilience and Innovation Funding (DRIF) Expression of Interest for regional HRVA project (pending Board approval)
 - Delegation of Authority Matrix and EM framework to clarify roles and responsibilities

2025 Areas of Concern

Cooperative Community Wildfire Response

The BC Wildfire Service (BCWS) Interim Standard Operating Guideline for Hiring Emergency Fire Fighters (EFFs) outlines procedures for engaging local, temporary firefighters from rural and remote communities in wildfire response efforts. This guideline enables BCWS to hire members of community wildfire response societies and associations, providing a structured approach to mobilizing local resources. It specifies eligibility, safety requirements, and operational protocols to ensure that EFFs support wildfire response activities under BCWS supervision, adhering to rigorous safety standards and BC Public Service conduct expectations. For local authorities like the Regional District of Central Kootenay (RDCK), this guideline has significant implications, as it allows BCWS to formally collaborate with local community response groups within the RDCK, thus enhancing response capabilities during severe wildfire seasons. However, it also clarifies that EFFs are under BCWS authority and must not self-deploy, ensuring centralized command and avoiding jurisdictional conflicts. For RDCK, supporting these partnerships may mean facilitating local society formation, awareness, training, funding flow-through, coordination during an emergency, and ultimately strengthening community resilience and response integration.

While ultimately strengthening community resilience and response integration, Staff are concerned about provincial downloading linked to jurisdictional responsibilities, a funding model that requires the regional district to flow funds from UBCM to local societies, a newly emerging workload for Staff, as well as liability and training concerns.

In December, Staff will present a fulsome in-camera report to the Board for direction.

Third-Party Wildfire Resources

In early August, the EOC received, an interim [SOG for Third Party Wildfire Resources \(PDF, 135KB\)](#). The SOG relates to the provision of wildfire-related services by entities that are not those of an Authority Having Jurisdiction (AHJ) either directly employed or under contract or other form of agreement.

The Interim SOG was developed to manage and standardize the involvement of private wildfire response resources in British Columbia. These third-party resources, often contracted by insurance companies or private entities, include specialized personnel, wildland engines, and equipment dedicated to protecting client properties in wildfire-affected areas, similar to Structure Protection Units. The SOG provides guidelines for accessing restricted zones, maintaining operational safety, and coordinating with local authorities and the BC Wildfire Service.

At the onset, Staff comments on the Interim SOG for Third-Party Wildfire Resources is as follows:

1. **Resource Coordination and Oversight Challenges:** Regional districts may be concerned about the added complexity of overseeing third-party resources within already strained emergency response operations. Integrating private entities into the command structure requires additional coordination, potentially increasing the workload for the regional district's Emergency Operations Centre (EOC) staff and other local responders. This challenge can create inefficiencies and risks if third-party resources are not adequately briefed or fail to comply with AHJ directives.
2. **Safety and Liability Concerns:** The SOG places the responsibility on third-party resources to be self-sufficient, yet the regional district still holds liability for safety within evacuation and restricted zones. Further, it is ambiguous how they can be WorkSafe compliant if they are USA companies. There is a risk that third-party operators may not fully adhere to safety protocols or may lack the situational awareness of the AHJ. Regional districts may worry that in emergencies, third-party operators could inadvertently put themselves or others at risk, creating potential liability and safety hazards for the AHJ.
3. **Ambiguity in Control and Command:** The SOG grants third-party resources access to restricted areas but specifies that they cannot participate in the incident command structure directly, leading to possible ambiguity in control. Regional districts may feel that this "in but not of" approach can blur lines of authority, especially during high-

stress situations. This setup risks creating communication breakdowns, as third-party resources may not fully grasp or respect the limitations of their role in the unified response framework.

In 2025, Staff will present a fulsome report to the Board for direction.

2025 Emergency Management Work Plan

In 2025, our team will continue to strengthen and adapt the RDCK's Emergency Management Program to better address the evolving needs of our communities, municipal partners, and our organization via a work plan aimed at strengthening our region's resilience and preparedness.

The upcoming year's priorities are grouped into seven key focus areas, each addressing critical components of emergency management from administration to disaster recovery and mitigation. This approach is designed to enhance our emergency response capabilities, improve coordination with partners, and support our communities in facing a range of hazards. Below is an overview of our planned efforts, highlighting the anticipated benefits and potential challenges associated with each area.

EM Program Administration

Our team will prioritize maintaining a robust administrative foundation for the Emergency Management program. This involves regular team meetings, individual check-ins, mentoring sessions, and comprehensive tracking of community and provincial changes. Key tasks include grant and contract management, procurement, budget oversight, and producing reports for Board and EPEC meetings. These efforts will ensure a structured and responsive EM framework, fostering accountability and communication within the organization. A potential challenge lies in navigating evolving legislative requirements and integrating them smoothly with existing processes.

Policy & Procedure Development

The priority for the coming year is to refine and update policies that form the foundation of our emergency management approach. We'll work on implementing a comprehensive communications plan, developing a risk tolerance policy, and updating Standard Operating Guidelines (SOGs). Additionally, we'll collaborate with the Planning department to revise the Floodplain Bylaw. These updates will bring greater clarity and consistency to our emergency protocols, as will defining roles within the EM framework between the Regional District and partner municipalities. A challenge in this area will be aligning our internal policies and practices with the rapidly changing provincial legislation.

Emergency & Disaster Management Act (EDMA)

Our 2025 work plan places a emphasis on aligning our practices with the EDMA as regulations are set for 2025/26. This will involve updating response templates, conducting risk

assessments, developing and updating emergency response plans, exploring the establishment of a multijurisdictional emergency management organization, and reviewing business continuity plans. A key focus will be deepening engagement with Indigenous communities to build relationships and establish their involvement in all phases of emergency management. These measures aim to ensure that our region's emergency response is compliant, comprehensive, and inclusive. Balancing these updates with day-to-day operations will require careful resource management, and will likely require external support.

Recovery - 2024 Wildfires

Continuing our recovery from the 2024 wildfires, we'll focus on strengthening our community's long-term resilience. This includes comprehensive After Action Reviews (AARs), managing financial reimbursement processes, and reporting on recovery progress. These efforts are aimed at capturing lessons learned and integrating them into future planning and the current program, supporting both organizational improvement and community resilience. The primary challenge will be maintaining transparent and efficient communication across a range of stakeholders throughout the recovery phase.

Mitigation – Wildfire

We will continue to lead wildfire mitigation efforts through the FireSmart program, which includes home assessments, community recognition programs, rebates, and fuel management initiatives. The team is considering expanding FireSmart's reach, refining risk prioritization, and exploring a model where the RDCK provides increased application support for 2025 funding to municipalities. These measures will mitigate wildfire risks and foster safer communities. A key challenge is ensuring effective community engagement and uptake of FireSmart principles while staff navigate complex grant requirements.

Mitigation – Flooding

Flood mitigation remains a key priority, with targeted efforts planned for both structural and non-structural initiatives. This year's work will involve advancing preparations for structural mitigation at Duhamel Creek and working with the Creston Valley Flood Mitigation Working Group. Clear and consistent funding for these projects continues to be a challenge. Further, the fact that the RDCK does not have an established service to deliver the above functions.

Preparedness

Preparedness efforts will be centered on enhancing community awareness and readiness for emergencies. This includes coordinating the Emergency Preparedness Committee, refining policies for extreme weather events, and further emphasizing the Neighbourhood Emergency Preparedness Program. Efforts to streamline municipal MOUs and engage with funding partners (e.g. CBT) will also be key. These initiatives will improve coordination and readiness across our region. However, challenges could arise from varying stakeholder priorities and communities maintaining momentum during periods of lower perceived risk.

Response & Emergency Operations Centre

Our response capacity will be bolstered by ongoing training and development of the Emergency Operations Centre (EOC). We will focus on training programs, hazard monitoring, alternate EOC setups, and equipment upgrades. We see an opportunity to explore new models for municipal partnerships and cross-RD aid agreements, particularly in a future where events are more frequent and lasting longer. These efforts will enhance our EOC's operational readiness and adaptability while seeking a more sustainable approach to staffing.

Emergency Support Services

Developing a resilient and responsive Emergency Support Services (ESS) network is a priority for 2025. We will continue to develop our Emergency Support Services (ESS) with an emphasis on volunteer recruitment, grant acquisition, and policy development. The goal is to build a robust ESS network capable of delivering sustainable and efficient support during emergencies.

Staff Workloads

Based on the current work and activities required in 2025, a workload analysis reveals the EM team operating at or above capacity, with more work anticipated from the Province regarding EDMA.

This high demand stemming from the 2024 wildfire season, emerging Provincial requirements and the need for Local Authority compliance, coupled with limited flexibility for handling additional tasks or emergencies, presents a risk of burnout and decreased effectiveness. Addressing these challenges through strategic workload decisions, saying “no” to projects, and additional resource considerations may be essential in sustaining team performance in the long run.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**ROSEBERY PARKLAND AND TRAILS COMMISSION
OPEN MEETING MINUTES**

**7:00p.m.
November 6, 2024**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Join by Video:

<https://rdck-bc-ca.zoom.us/j/91372074795?pwd=2hZbRaP87OK4GBLRmtxbpbeSQGTfQC.1>

Join by Phone:

- +1 778 907 2071 Canada
- 833 955 1088 Canada Toll-free

Meeting ID: 913 7207 4795

Meeting Password: 595604

COMMISSION/COMMITTEE MEMBERS

Director W. Popoff	Electoral Area H
Director L. Main	Village of Silverton
Commissioner R. Allin	Area H
Commissioner H. Hastings	Silverton
Commissioner C. Law	New Denver
Commissioner M. Koolen	Slocan
Commissioner S. Kipkie	Area H

MEMBERS ABSENT

Commissioner G. McRae	Area H
Director L. Casley	Village of New Denver
Director J. Lunn	Village of Slocan
Commissioner R. Reitmeier	Area H
Commissioner P. Schwartz	Area H

STAFF

Jeff Phillips	Regional Parks Operations Supervisor
Jenna Chapman	Community Meeting Coordinator
Cary Gaynor	Regional Parks and Trails Manager

5 out of 8 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Chair Hastings called the meeting to order at 7:07p.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and seconded,
AND Resolved:

The Agenda for the November 6, 2024 Rosebery Parkland and Trails Commission meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The August 28, 2024 Rosebery Parkland and Trails minutes, have been received.

5. DELEGATE

5.1 There are no Delegates scheduled for this Commission meeting.

6. STAFF REPORTS

6.1 Operational Report

Jeff Phillips, Regional Parks and Trails Operations Supervisor provided the Commission with a verbal report regarding Operations, including:

- Issues with the fires and the HWY closing as well as staffing issues
- We concentrated on Bigelow, we were able to complete in the fall
- The work is being well received by the public at Bigelow Bay
- The resurfacing we did at Rosebery Shores has improved the ride ability, the new gravel really helps smooth things out
- Budget is a reflection at the work we got done
- We are 30% budget completion
- I have had a chance to look at the loose gravel, I do not have a full solution with the resources but Jeff is working on it
- Winterization happened yesterday on the Cable Car

DIRECTION TO STAFF: Working with Rec Site and Trails, staff to send an official letter asking if they would be willing to take the trail.

6.2 Budget Update

Jeff Phillips, Regional Parks and Trails Operations Supervisor provide the Commission with a verbal update regarding Budget including:

- Normally what we have in November is some commission members to work with Staff to come up with the Budget for 2025. This is going to come through e-mail, as we have been wrapping up on projects and have not had an opportunity to do this yet but will be sending it prior to the March meeting.
- There was a lot that did not happen this year due to the unforeseen events, which happened this year, this does reflect in the budget.
- What is the process for when you send out the e-mail? Can we all be cc'd in the meeting and then the Chair would then decide if we need to call a meeting if there is an increase.

7. NEW BUSINESS

7.1 2025 Rosebery Parkland and Trails Commission Proposed meeting dates.

The Commission to review the Proposed 2025 meeting dates and times.

March 6, 2025	7:00p.m.
May 29, 2025	7:00p.m.
August 28, 2025	7:00p.m.
November 6, 2025	7:00p.m.

Moved and seconded,
 AND Resolved:

That the Commission approve the following 2025 Rosebery Parkland and Trails Commission Meeting dates and times:

March 6, 2025	7:00p.m.
May 29, 2025	7:00p.m.
August 28, 2025	7:00p.m.
November 6, 2025	7:00p.m.

Carried

7.2 Rosebery Parkland and Trails Commission Appointees

The Commission to review the following Rosebery Parkland and Trails Commission Appointees terms, which are set to expire December 31, 2024.

Commissioner Richard Allin Area H
 Commissioner Peter Schwartz Area H
 Commissioner Greg McRae Area H

Commission Koolen will need to be re-appointed by City Council of Slokan. Commissioner Peter Schwartz Area H and Commissioner Greg McRae Area H were not present. Director Popoff will contact them to see if they would like to be re-appointed.

Moved and seconded,

AND Resolved that it be recommended to the Board:

That the Board appoint the following individual(s) to the Rosebery Parkland and Trails Commission for a term to end December 31, 2026:

Commissioner Richard Allin Area H

Carried

8. PUBLIC TIME

The Chair will call for questions from the public at 7:49 p.m.

9. NEXT MEETING

The next Rosebery Parkland and Trails Commission meeting is scheduled for March 6, 2024 at 7:00p.m.

10. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Rosebery Parkland and Trails Commission meeting be adjourned at 7:52p.m.

Carried

Digitally Approved

H. Hastings, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. That the Board appoint the following individual(s) to the Rosebery Parkland and Trails Commission for a term to end December 31, 2026:

Commissioner Richard Allin Area H

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Rosebery Parkland and Trails Commission Meetings

1. *N/A*



REGIONAL DISTRICT OF CENTRAL KOOTENAY

RECREATION COMMISSION NO. 6

OPEN MEETING MINUTES

7:00p.m.
November 7, 2024

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

COMMISSION/COMMITTEE MEMBERS

Director L. Main	Silverton
Director W. Popoff	Area H
Alt. Director J.Fyke	New Denver
Commissioner R. Johnson	Area H
Commissioner P. Yakachuk	Silverton
Commissioner M. Hemphill	School District 10, Lucerne School
Commissioner C. Law	New Denver
Commissioner C. Denbok	Silverton
Commissioner E. McKeil	Area H

MEMBERS ABSENT

Commissioner E. Padfield	School District 10, Lucerne Student Council
Director L. Casley	New Denver

STAFF

Trisha Davison	Regional Manager – Recreation & Client Services
Jenna Chapman	Meeting Coordinator

6 out of 7 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Chair Law called the meeting to order at 7:08 p.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA
MOVED and seconded,
AND Resolved:

The Agenda for the November 7, 2024 meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The August 29, 2024 Recreation Commission No. 6 minutes, have been received.

5. DELEGATE

5.1 There are no Delegates scheduled for this Commission meeting.

6. OLD BUSINESS

6.1 Working Group Meeting Update

The Working Group provided a detailed discussion regarding the New Denver and Area Community Gym, including:

- Meeting with the CAO of New Denver to see if this is something, we can fully do.
- Establishing the booking contacts.
- Set up, close up and clean up.
- If patrons are coming in after hours, how do we take care of this?
- Insurance costs would fall into medium to high risk.
- The patron obtaining the insurance would get “timed insurance” which is not overly expensive.
- What it takes to take on a third party rental and what it disrupts.
- Pros and Cons
- It is not so much about how many people are asking it is that we do not have the staff to accommodate

Direction to Staff:

Subject to a review of the logistical event requirements of the Aikido event with New Denver staff and the renter agreeing to alternate dates for the event that Commission approve moving forward with the event.

Carried

7. NEW BUSINESS

7.1 2024 Fall Grant Application Review

Commission provided a detailed discussion in regards to the 2024 fall grant applications.

Moved and seconded,
AND Resolved that it be recommended to the Board:

That the Board approve the payment of the following grants from the Recreation Commission No. 6 – New Denver, Silverton & Area Service No. S229 2024 budget:

ORGANIZATION	AMOUNT AWARDED
1. Silverton Community Club	\$ 500.00
2. Hills Recreation Society	\$ 1800.00
3. North Slovan Trails Society	\$ 1200.00
4. West Kootenay Football Club	\$ 2000.00
TOTAL:	\$ 5,500.00

7.2 New Denver and Area Community Gym Equipment Purchase

Alternate Director Fyke to discuss the allocation of up to \$1000.00 from Recreation Commission No. 6 Equipment Budget (Account 55030) for the purchase of the following:

1. Heavy punching bag replacement (the present bag well used bag is a donation item and is now unsuitable for further use)
2. Battle rope (30") and wall attachment

Moved and seconded,
 AND Resolved:

That the Recreation Commission No. 6 allocate up to \$1000.00 from the Recreation Commission No. 6 Equipment Budget (Account 55030) to purchase a punching bag and battle rope.

Carried

7.3 Wi-Fi Functionality at New Denver and Area Community Gym.

The Commission provided a discussion regarding the Wi-Fi functionality at the New Denver and Area Community Gym, including:

- There is some concerns about the Wi-Fi functions.
- Had some lock issues from the battery situation.
- We have been in touch with engage who manages the lock; we have contacted the IT department with the RDCK.
- Final steps being done in the office.

7.4 Recreation Commission No. 6 – New Denver, Silverton & Area Appointees

The Commission reviewed the following Recreation Commission No. 6 – New Denver, Silverton & Area Appointees and Appointee’s Alternates terms, which are set to expire December 31, 2024.

Commissioner Erika McKeil Area H
 Alternate Tyler Austin Bradley Area H

Commissioner Richard Johnson Area H
 Alternate Angela Simpson Area H

Alternate Wesley Savill School District 10

Commissioner Elvin Padfield	School District 10, Lucerne Student Council
Alternate Yonah Murphy	School District 10, Lucerne Student Council
Commissioner Clarence Denbok	Council of Silverton

Moved and seconded, And resolved that it be recommended to the Board:
That the Board appoint the following individual(s) to the Recreation Commission No. 6 – Area H,
New Denver & Silverton(Slocan Lake) for a term to end December 31, 2026:

Commissioner Richard Johnson	Area H
Alternate Tyler Austin Bradley	Area H

Commissioner Erika McKeil	Area H
Alternate Angela Simpson	Area H

Carried

The Appointees from the School District will need to be appointed from School District 10 with a letter addressed to the RDCK.

Director Main to discuss Commissioner Clarence Denbok’s request for re appointment with the City Council of Silverton.

7.5 2025 Recreation Commission No. 6 Proposed Meeting Dates

The Commission reviewed the following Recreation Commission No. 6 – New Denver, Silverton & Area 2025 Proposed Meeting dates and agreed upon the following dates and time:

March 4, 2025	7:00p.m.
May 8, 2025	7:00p.m.
August 27, 2025	7:00p.m.
November 4, 2025	7:00p.m.

8. PUBLIC TIME

The Chair will call for questions from the public at 8:38p.m.

9. NEXT MEETING

The next Recreation Commission No. 6 – New Denver, Silverton & Area meeting is scheduled for March 4, 2025 at 7:00p.m.

10. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Recreation Commission No. 6 meeting be adjourned at 8:38p.m.

Carried

Digitally Approved

C. Law, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. That the Board approve the payment of the following grants from the Recreation Commission No. 6 – New Denver, Silverton & Area Service No. S229 2024 budget:

ORGANIZATION	AMOUNT AWARDED
1. Silverton Community Club	\$ 500.00
2. Hills Recreation Society	\$ 1800.00
3. North Slovan Trails Society	\$ 1200.00
4. West Kootenay Football Club	\$ 2000.00
TOTAL:	\$ 5,500.00

2. That the Board appoint the following individual(s) to the Recreation Commission No. 6 – Area H, New Denver & Silverton(Slovan Lake) for a term to end December 31, 2026:

Commissioner Richard Johnson Area H
Alternate Tyler Austin Bradley Area H

Commissioner Erika McKeil Area H
Alternate Angela Simpson Area H

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Recreation Commission No. 6 Meetings

1. That the Recreation Commission No. 6 allocate up to \$1000.00 from the Recreation Commission No. 6 Equipment Budget (Account 55030) to purchase a punching bag and battle rope.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**WINLAW REGIONAL AND NATURE PARK COMMISSION
OPEN MEETING MINUTES**

**7:00p.m.
November 13, 2024**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

COMMISSION/COMMITTEE MEMBERS

Director Popoff	Electoral Area H
Director L. Casley	Village of New Denver
Director J. Lunn	Village of Slocan
Commissioner C. Lawrence	Area H
Commissioner L. Lawrence	Area H
Commissioner V. Carleton	Area H
Commissioner J. Chatten	Area H
Commissioner H. Sebelius	Area H

MEMBERS ABSENT

Commissioner A. Rochette	Area H
Commissioner K. Ellis	Area H
Director L. Main	Village of Silverton

STAFF

Jeff Phillips	Regional Parks Operations Supervisor
Jenna Chapman	Meeting Coordinator
Joe Chirico	General Manager of Community Services
Cary Gaynor	Regional Parks and Trail Manager

8 out of 11 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Joe Chirico, General Manager of Community Services called the meeting to order at 7:08p.m.

2. ELECTION OF CHAIR

CALL FOR NOMINATIONS (3 Times)

Member Chatten nominated Member C. Lawrence

DECLARATION OF ELECTED OR ACCLAIMED CHAIR

Joe Chirico, General Manager of Community Services ratifies the appointed Member C. Lawrence as Chair of the Winlaw Regional and Nature Park Commission for 2024.

3. CALL TO ORDER

Chair Lawrence called the meeting to order at 7:09 p.m.

4. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

5. ADOPTION OF AGENDA

MOVED and seconded,
AND Resolved:

The Agenda for the November 13, 2024 Winlaw Regional and Nature Park Commission meeting, be adopted as circulated.

Carried

6. RECEIPT OF MINUTES

The November 22, 2023 Winlaw Regional and Nature Park Commission minutes, have been received.

7. DELEGATE

7.1 There are no Delegates scheduled for this Commission meeting.

8. STAFF REPORTS

8.1 Operations Update

Jeff Phillips, Regional Parks Operations Supervisor provided the Commission with a verbal overview regarding the Winlaw Regional and Nature Park Operations update, including:

- Chair Lawrence speaks with Jeff on a bi-weekly basis regarding the park.
- Pumped the outhouse facility.
- Dustin comes in to the ground keeping as well as the Janitorial work; RDCK has now stepped in to take over the maintenance for the remaining of the season.
- We could use more gravel for the maintenance for the road, we have budgeted for this.
- The work was a little leaner this year for work at the park, as we have done so many upgrades previously that the park has been able to maintain itself.
- Director Popoff brought up that a patron called regarding a dog attack at the park. Director Popoff wanted to ensure that staff has heard about it, staff is aware and would like to have the incident reported by the patron to the RCMP or bylaw.
- Jeff Phillips, Regional Parks Operations Supervisor provided a graph of how many people have visited the park in 2024.

8.2 Budget Update

Jeff Phillips, Regional Parks Operations Supervisor provided the Commission with a verbal update regarding Budget, including:

- Any surplus is determined at the Board level.
- We have been consistent with our Winlaw budget this year.
- We will have a proposed budget, and we go over everything throughout the year and then we go over the budget with the Directors and then it goes to Board from there.
- Through corporate administration, we needed to look through all of our parks in the Regional District to know we would be covered under insurance for a disaster happening.

9. NEW BUSINESS

9.1 Park Feedback

Commission Members provided a round table discussion regarding Park Feedback, including:

- Beach erosion, the main access beach point has moved back a considerable amount of distance. Jeff Phillips, Regional Park Operations Supervisor, explained that we would/will put river rocks in the large holes. We are really noticing it at the edges.
- Dogs digging away, and human impact to the sand, as well as children digging into the sand. People have difficulty getting down from the grass area, in particular people with disabilities, is there to make a way to make this more accessible? Cary Gaynor, Regional Parks Manager will go to Winlaw Regional Park to take a look and come up with some solutions.

9.2 Winlaw Regional and Nature Park Commission Appointees

The Commission review the following Winlaw Regional and Nature Park Commission Appointees terms, which are set to expire December 31, 2024.

Commissioner Craig Lawrence	Area H
Commissioner Lois Lawrence	Area H
Commissioner Kaila Ellis	Area H
Commissioner Annie Rochette	Area H

Moved and seconded,

AND Resolved that it be recommended to the Board:

That the Board appoint the following individual(s) to the Winlaw Regional and Nature Park Commission Appointees for a term to end December 31, 2026:

Commissioner Craig Lawrence	Area H
Commissioner Lois Lawrence	Area H
Commissioner Kaila Ellis	Area H
Commissioner Annie Rochette	Area H

Carried

9.3 2025 Proposed Winlaw Regional and Nature Park Commission Meeting Dates
Commission to discuss the 2025 meeting schedule and select dates and times.

DATE	TIME A.M/P.M
March 5, 2025	7:00p.m.
June 25, 2025	7:00p.m.
September 24, 2025	7:00p.m.
November 26, 2025	7:00p.m.

9.4 Advisory Committees

Joe Chirico, General Manager of Community Services provided a discussion to the Commission regarding Advisory Committees including:

- Advisory committee allows us to give way to the formality of the meetings
- The model across the district will be more similar to Creston, which will be a services committee.

In response to Joe Chirico’s discussion to the Commission, the Commission felt adverse, including:

- The Winlaw Commission members spoke about the many years of volunteer effort that has gone into the Park. We felt that there could be challenges moving forward
- The Winlaw Commission felt strongly that the Winlaw community continue to be involved in whatever manner things move forward.

10. PUBLIC TIME

The Chair will call for questions from the public at 8:16 p.m.

11. NEXT MEETING

The next Winlaw Regional and Nature Park Commission meeting is scheduled for March 5, 2025 at 7:00p.m.

12. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Winlaw Regional and Nature Park Commission meeting be adjourned at 8:18p.m.

Carried

Digitally Approved

C. Lawrence, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. That the Board appoint the following individual(s) to the Winlaw Regional and Nature Park Commission Appointees for a term to end December 31, 2026:

Commissioner Craig Lawrence	Area H
Commissioner Lois Lawrence	Area H
Commissioner Kaila Ellis	Area H
Commissioner Annie Rochette	Area H

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Winlaw Regional and Nature Park Commission Meetings

1. *[List of Items]*



REGIONAL DISTRICT OF CENTRAL KOOTENAY

RECREATION COMMISSION NO. 7

OPEN MEETING MINUTES

7:00p.m.
December 2, 2024

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Join by Video:

<https://rdck-bc-ca.zoom.us/j/98399667282?pwd=Ub0oer17PY7auK48aFVA65jzi5VyKE.1&from=addon>

Join by Phone:

- +1 778 907 2071 Canada
- 833 955 1088 Canada Toll-free

Meeting ID: 983 9966 7282
Meeting Passcode: 992496

In-Person Location: Village of Salmo – 423 Davies Avenue

COMMISSION MEMBERS

Director H. Cunningham	Area G
Director D. Lockwood	Village of Salmo
Commissioner M. MacDonald	Village of Salmo
Commissioner I. McInnes	Area G
Commissioner A. Ellis	Village of Salmo
Commissioner S. Chew	School District No. 8

STAFF

Joe Chirico	General Manager of Community Services
Trisha Davison	Regional Manager – Recreation & Client Services
Craig Stanley	Regional Manager – Operations & Asset Management
Jenna Chapman	Meeting Coordinator

1. CALL TO ORDER

Chair Lockwood called the meeting to order at 7:00 p.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and seconded,
 AND Resolved:

The Agenda for the December 2, 2024 Salmo & Area G Recreation Commission No. 7 meeting, be adopted as circulated with the additions and removal of the following items:

- Addition of Andrew Ellis as a Commission Member in the list of Commission Members
- Removal of item 7 (7.3) Salmo & Area G Recreation Commission No. 7 School District No. 8 Appointee

Carried

4. RECEIPT OF MINUTES

The September 9, 2024 Salmo & Area G Recreation Commission No. 7 minutes, have been received.

5. DELEGATE

5.1 There are no Delegates scheduled for this Commission Meeting.

6. NEW BUSINESS

6.1 2025 Salmo & Area G Recreation Commission No. 7 Proposed Meeting Dates

The Commission reviewed the 2025 Salmo & Area G Recreation No. 7 proposed meeting dates, time and location.

DATE	TIME	LOCATION
Monday, January 27, 2025	7:00p.m.	Village of Salmo
Monday, February 10, 2025	7:00p.m.	Village of Salmo
Monday, May 12, 2025	7:00p.m.	Village of Salmo
Monday, September 9, 2025	7:00p.m.	Village of Salmo
Monday, December 1, 2025	7:00p.m.	Village of Salmo

DIRECTOR PRESENT: Director Cunningham joined the meeting at 7:03p.m.

Moved and seconded,
 AND Resolved:

That the Commission approve the following dates, timed and location for the 2025 Proposed Salmo & Area G Recreation Commission No. 7.

DATE	TIME	LOCATION
Monday, January 20, 2025	7:00p.m.	Village of Salmo
Monday, February 10, 2025	7:00p.m.	Village of Salmo
Monday, May 12, 2025	7:00p.m.	Village of Salmo
Monday September 8, 2025	7:00p.m.	Village of Salmo

Monday, December 1, 2025	7:00p.m.	Village of Salmo
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Carried

7.2 Salmo & Area G Recreation Commission No. 7 Appointees

The Commission to review the following Salmo & Area G Recreation Commission No. 7 Appointees terms, which are set to expire December 31, 2024.

Commissioner Margaret MacDonald	Salmo
Commissioner Ian McInnes	Area G

Moved and seconded

AND Resolved that it be recommended to the Board:

That the Board appoint the following individual(s) to the Salmo & Area G Recreation Commission No. 7 for a term to end December 31, 2026:

Commissioner Margaret MacDonald	Salmo
Commissioner Andrew Ellis	Salmo
Commissioner Ian McInnes	Area G
Commissioner Cindy Spratt	Area G

Carried

7.4 Salmo & Area G Recreation Commission No. 7 Service No. S230 Budget Update

Joe Chirico, General Manager of Community Services provided the Commission with a detailed overview of the 2025 Budget with discussion points including:

- Impact to the pool operations
- The employment situation is getting better so hopefully next year we will be able to open 7 days a week
- The Commission reviewed the bylaw and what the amount of increase allowed by the Province
- Province allows you to do a review of the amount every 5 years and it has now been 10 years

Moved and seconded

AND Resolved:

Staff to investigate the Salmo and Electoral Area G Recreational Program Bylaw No. 784,1990 with a view to increase the taxable amount and that the information needed to change the Bylaw be brought back to Commission to discuss at the May 12, 2025 Salmo & Area G Recreation Commission No. 7 meeting.

Carried

- Commission discussed looking at Friends of Recreation not just the pool but in recreation, it encompasses all Recreation Fitness
- Commission cannot apply for grants as we are government, but if we have Friends of Recreation then they can apply for grants for projects for money that we cannot fund through taxation
- General Manager Chirico is unsure we have staff availability to do this
- Taxation may increase up to 25%
- Director Cunningham would like us to look at another way than raising taxes 25%
- This is a very preliminary budget.
- We did not take over a good pool in 2017 we took over an end of life pool
- The pool is at end of life
- Indoor spaces are expensive to maintain and update but in order to keep the viable for the next 20 years some serious investments need to be made to keep the pool this going
- Asking for a full list of what is needed so we can see if people in the community will donate

Moved and seconded
AND Resolved:

Staff to bring back the 2025 Budget, that is 10%, 15%, and 20% and what makes a difference in those budgets for the January 20, 2025 meeting.

Carried

MEMBER PRESENT: Commissioner MacDonald joined the meeting at 7:46p.m.

7. PUBLIC TIME

The Chair will call for questions from the public at 8:25 p.m.

8. IN CAMERA

8.1 MEETING CLOSED TO THE PUBLIC

Moved and seconded,
AND Resolved:

In the opinion of the Board - and, in accordance with Section 90 of the *Community Charter* – the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting;

AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the basis(s) identified in the following Subsections:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the

council, could reasonably be expected to harm the interests of the municipality if they were held in public;

Carried

8.2 RECESS OF OPEN MEETING

Moved and seconded,
AND Resolved:

The Open Meeting be recessed at 8:27 in order to conduct the Closed In Camera meeting.

Carried

9. NEXT MEETING

The next Salmo & Area G Recreation Commission No. 7 meeting is scheduled for January 20, 2025 at 7:00p.m.

10. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Salmo & Area G Recreation Commission No. 7 meeting be adjourned at 8:29p.m.

Carried

Digitally Approved

D. Lockwood, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. [List of Items]

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Salmo & Area G Recreation Commission No. 7 Meetings

1. To bring back the 2025 Budget, that is 10%, 15%, and 20% and what makes a difference in those budgets for the January 20, 2025 meeting.
2. Staff to investigate the Recreation Commission Bylaw No. 2384 with a view to increase the taxable amount and that the information needed to change the Bylaw be brought back to Commission to discuss at the May 12, 2025 Salmo & Area G Recreation Commission No. 7 meeting.



Regional District of Central Kootenay NORTH KOOTENAY LAKE SERVICES COMMITTEE Open Meeting Minutes

Monday, December 2, 2024
10:00 am
Remote Meeting

COMMITTEE MEMBERS

PRESENT

Director S. Hewat	Village of Kaslo – Chair
Director A. Watson	Area D

STAFF PRESENT

Y. Malloff	Chief Financial Officer
J. Chirico	General Manager of Community Services
C. Gaynor	Regional Parks Manager
T. Fehst	Regional Fire Chief
D. Zayac	Regional Fire Training Officer
E. Graham	Kaslo Fire Chief
C. Hopkyns	Corporate Administration Meeting Coordinator

VILLAGE OF KASLO STAFF PRESENT

R. Baker	Chief Administrative Officer
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1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:
10:00 a.m. (PST)

Join by Video:

<https://rdck-bc-ca.zoom.us/j/95550577172?pwd=UZRbSqGVqiEalmpPmWIMIBbp6UgsWh.1&from=addon>

Join by Phone:

- 833 958 1164 Canada Toll-free

Meeting ID: 955 5057 7172

Meeting Password: 867745

In-Person Location: Remote meeting

2. CALL TO ORDER

Chair Hewat called the meeting to order at 10:02 a.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

4. ADOPTION OF AGENDA

Moved and seconded,
And resolved:

The agenda for the December 2, 2024 North Kootenay Lake Services Committee meeting be adopted with:

- The Change of Order, with Item 8.1 Budget Discussion considered before Item 7.1 - 2024 Annual Report Kaslo Fire Department Fire Service; and
- Item 7.1 - 2024 Annual Report Kaslo Fire Department Fire Service be included with Item 8.1.2 - S280 - Fire Service;

before circulation.

Carried

5. RECEIPT OF MINUTES

The October 21, 2024 North Kootenay Lake Services Committee minutes, have been received.

6. DELEGATE

No delegations.

ORDER OF AGENDA CHANGED The Order of Business was changed, with Item 8.1 BUDGET DISCUSSION considered at this time.

8. NEW BUSINESS

8.1 BUDGET DISCUSSION

8.1.1 S221 - Regional Facilities, Recreation and Park Service

The draft S221 - Regional Facilities, Recreation and Park Service budget request has been received.

Joe Chirico, General Manager of Community Services and Cary Gaynor, Regional Parks and Trails Manager provided an overview of the 2025 Regional Facilities, Recreation and Park Service budget. They answered the Committee's questions regarding.

Staff will provide an updated 2025 Regional Facilities, Recreation and Park Service budget at the January 13, 2025 meeting.

DIRECTION TO STAFF: That staff bring a revised S221 - Regional Facilities, Recreation and Park Service proposed budget for 2025 back to the January 13, 2025 meeting for further consideration.

ORDER OF AGENDA CHANGED The Order of Business was changed, with Item 8.2 - 2025 RECREATION GRANTS considered at this time.

8.2 2025 RECREATION GRANTS

The 2025 Grant Applications for Community Facility Recreation & Parks - Kaslo and Area D Service No. S221, has been received.

Staff reviewed the 2025 recreation grants and answered the Committee's questions.

ORDER OF AGENDA RESUMED Item 8.1.2 – Fire Service was considered at this time.

8.1.2 S280 - Fire Service

The draft S280 - Fire Service budget request has been received.

Eric Graham, Kaslo Fire Chief and Tristan Fehst, Regional Fire Chief, provided an overview of the 2025 Fire Services budget. They answered the Committee's questions regarding.

DIRECTION TO STAFF: That staff bring a revised draft S280 - Fire Service budget proposed budget for 2025 back to the January 13, 2025 meeting for further consideration.

ORDER OF AGENDA CHANGED The Order of Business was changed, with Item 7 - STAFF REPORTS considered at this time.

7. STAFF REPORTS

7.1 2024 Annual Report Kaslo Fire Department Fire Service

The Report dated November 2024 from Eric Graham, Kaslo Fire Chief, re: 2024 Annual Report Kaslo Fire Department Fire Service, has been received.

Chief Graham answered the Committee's questions.

ORDER OF AGENDA RESUMED Item 8.3 - S194 KASLO & AREA D LIBRARY SERVICE BYLAW was considered at this time.

8.3 S194 KASLO & AREA D LIBRARY SERVICE BYLAW

At the October 21, 2024 North Kootenay Lake Service Committee meeting, staff were directed to investigate the last increase to requisition limit for S194 – Kaslo & Area D Library Service Bylaw. Staff will provide an update to the Committee.

Moved and seconded,

And resolved that it be recommended to the Board:

That staff prepare an amendment bylaw for S194 – Kaslo & Area D Library Service Bylaw to increase the requisition limit by 25%.

Carried

8.4 S150 JAWS OF LIFE SERVICE BYLAW

At the October 21, 2024 North Kootenay Lake Service Committee meeting, staff were directed to investigate the last increase to requisition limit for S150 Jaws Of Life Service Bylaw. Staff will provide an update to the Committee.

Moved and seconded,

And resolved that it be recommended to the Board:

That staff prepare an amendment bylaw for S150 Jaws of Life Service Bylaw to increase the requisition limit by 25%.

Carried

8.5 S109 ECONOMIC DEVELOPMENT - KASLO AND AREA D

Chair Hewat request a discussion regarding S109 Economic Development -

Kaslo and Area D.

The Committee had a discussion regarding the Kaslo and Area D Economic Development Commission and the challenges maintaining quorum. The Committee discussed the possibility of keeping the Commission dormant in 2025 and having the Economic Development Commission items come to North Kootenay Lake Services Committee.

The Committee members will discuss at the next Kaslo and Area D Economic Development Commission meeting and bring back to the January 13th North Kootenay Lake Services Committee meeting.

8.6 2025 NORTH KOOTENAY LAKE SERVICES COMMITTEE MEETING SCHEDULE

Moved and seconded,
And resolved:

That the 2025 North Kootenay Lake Services Committee meeting dates be set as follows:

January 13, 2025;
February 24, 2025;
May 5, 2025;
August 18, 2025;
October 20, 2025;
December 1, 2025.

Carried

8.7 FOR INFORMATION: IMAGINE KOOTENAY

The Memorandum of Understanding from Imagine Kootenay, has been received for information.

Director Hewat wanted to make the Committee aware of the Memorandum of Understanding (MoU) from Imagine Kootenay. The MoU outlines the membership and related fees. The Kaslo and Area D Economic Development Committee will need to reassess the membership in 2025.

9. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:43 a.m.

No questions for media or the public.

10. NEXT MEETING

The next North Kootenay Lake Services Committee meeting is scheduled for January 13, 2025 at 10:00 a.m.

11. ADJOURNMENT

Moved and seconded,
And resolved:

The North Kootenay Lake Services Committee meeting be adjourned at 11:44 a.m.

Carried

Digitally approved

Suzan Hewat, Chair



WATER SERVICES COMMITTEE Open Meeting **MINUTES**

A Water Services Committee meeting was held on Wednesday, December 4, 2024 at 9:00 a.m. PST / 10:00 a.m. MST through a hybrid meeting model.

Quorum was maintained throughout the meeting.

ELECTED OFFICIALS PRESENT:	Director G. Jackman	Area A	In-Person
	Director R. Tierney	Area B	
	Director K. Vandenberghe	Area C	
	Director A. Watson	Area D	
	Director J. Smienk	Area E	In-Person
	Director T. Newell	Area F (2024 Committee Chair)	In-Person
	Director H. Cunningham	Area G	
	Director W. Popoff	Area H	In-Person
	Director H. Hanegraaf	Area J	
	Director T. Weatherhead	Area K	
	Councillor D. Dumas	Town of Creston	
 STAFF PRESENT:	 U. Wolf	 GM – Environmental Services	 In-Person
	C. Gainham	Utility Services Manager	In-Person
	A. Divlakovski	Water Operations Manager	In-Person
	E. Senyk	Water Services Liaison	In-Person
	E. Clark	Meeting Coordinator	In-Person

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

9:00 a.m. PST / 10:00 a.m. MST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/93253102569?pwd=Z2RH0H0aaKsanVJ0C3dEWws0OscJzu.1&from=addon>

Join by Phone:

- +1 778 907 2071 Canada
- 833 958 1164 Canada Toll-free

Meeting ID: 932 5310 2569

Passcode: 986419

In-Person Location: RDCK Board Room, 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

Chair Newell called the meeting to order at 9:00 a.m.

2.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

2.2 Adoption of the Agenda

Moved and seconded,
And resolved that:

The Agenda for the November 1, 2024 Water Services Committee meeting be adopted as circulated.

Carried

2.3 Receipt of Minutes

The October 23, 2024 Water Services Committee minutes, have been received.

3. STATUTORY RIGHTS OF WAY – CHALLENGES REPORT

The November 22, 2024 Committee Report from Chris Gainham, Utility Services Manager providing an update and highlighting challenges that the Utility Services department has in securing Statutory Rights of Way (SRWs) for utility infrastructure, has been received.

4. SERVICE AREA BYLAW AMENDMENT, NORTH SANCA

The November 22, 2024 Committee Report from Chris Gainham, Utility Services Manager regarding the North Sanca Service Area Bylaw Amendment, has been received.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 be read a THIRD time by content.

Carried

5. PARCEL TAX BYLAW AMENDMENTS AND SERVICES ESTABLISHMENT BYLAW AMENDMENTS

The November 22, 2024, Board Report from Eileen Senyk, Water Services Liaison regarding Parcel Tax Bylaws for water systems in Balfour, Duhamel Creek, Burton and Woodbury Village and, additionally, an amendment to a Frontage Bylaw Tax bylaw is requested for Riondel, has been received for information.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That Balfour Water Service Establishment Bylaw No. 2989, 2024 be read a FIRST, SECOND and THIRD time by content.

Carried

Moved and seconded,
And resolved that it be **recommended** to the Board:

That Duhamel Water Service Establishment Bylaw No. 2991, 2024 be read a FIRST, SECOND and THIRD time by content.

Carried

Moved and seconded,
And resolved that it be **recommended** to the Board:

That Burton Water Service Establishment Bylaw No. 2993, 2024 be read a FIRST, SECOND and THIRD time by content.

Carried

Moved and seconded,
And resolved that it be **recommended** to the Board:

That Riondel Water Supply and Distribution System Local Service Establishment Amendment Bylaw No. 2995, 2024 be read a FIRST, SECOND and THIRD time by content.

Carried

Moved and seconded,
And resolved that it be **recommended** to the Board:

That Woodbury Water Service Establishment Bylaw No. 3000, 2024 be read a FIRST, SECOND and THIRD time by content.

Carried

6. WATER OPERATIONS AND CAPITAL PROJECT UPDATE

The November 22, 2024, Committee Report from Alexandra Divlakovski, Water Operations Manager, providing an update on the larger maintenance and capital projects completed to date in 2024, has been received.

7. 2025 DRAFT 5-YEAR CAPITAL PLAN

The 2025 Draft 5-Year Capital Plan has been received.

DIRECTOR Director Tierney left the meeting at 10:36 a.m.

ABSENT

RECESS/ The meeting recessed at 10:36 a.m. for a break and reconvened at 10:50 a.m.

RECONVENE

8. WATER WEST OPERATIONS STAFF CHANGE

The November 25, 2024, Committee Report from Alexandra Divlakovski, Water Operations Manager outlining the additional FTE required for the proposed Water West operations staff changes/increase to accommodate a permanent certified water/wastewater operator position, has been received.

Moved and seconded,

And resolved that it be **recommended** to the Board:

That the Water Services Committee recommend to the Board to increase Water West Operations staffing FTE from 3.28 to 3.44 by the addition of one (1) full-time Level 1 Operator position, and the reduction of two (2) existing Level 2 Operator positions to 0.72 FTE and the elimination of the seasonal operator position.

Carried

9. STAFF VERBAL REPORTS

9.1 Creston Alternative Water Supply Study Project Update

Chris Gainham, Utility Services Manager gave a verbal update on the Creston Alternative Water Supply Study Project.

9.2 Septage Strategy - Slow Transition to Utilities

Uli Wolf, General Manager of Environmental Services gave a verbal report on the Septage Strategy - Slow Transition to Utilities.

9.3 Provincial Medical Health Officer Meeting

Uli Wolf, General Manager of Environmental Services gave a verbal report on the Provincial Medical Health Officer meeting based on their demand for filtration in Balfour.

10. OCTOBER 2024 SERVICE STATEMENTS

The October 2024 Summary of Utility Services Financial Statements, Budget and Expenditures to date, have been received.

11. CORRESPONDENCE FOR RECEIPT

- a. South Slokan Water Services Community Advisory Committee Discussion Notes - November 1, 2024.

12. 2025 COMMITTEE MEETING SCHEDULE

The 2025 Water Services Committee meeting schedule is proposed as follows:

- February 12, 2025
- April 2, 2025
- June 4, 2025
- August 6, 2025
- October 1, 2025
- December 3, 2025

13. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:43 a.m.

14. ADJOURNMENT

Moved and Seconded,
And Resolved:

The November 1, 2024 Water Services Committee meeting adjourned at 11:43 a.m.

Carried

CERTIFIED CORRECT

Approved by

Director T. Newell
Water Services Committee Chair
December 4, 2024

BOARD RECOMMENDATIONS AS ADOPTED AT THE DECEMBER 4, 2024 WATER SERVICES COMMITTEE MEETING

RECOMMENDATION #1

That Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 be read a THIRD time by content.

RECOMMENDATION #2

That the Water Services Committee recommend to the Board to increase Water West Operations staffing FTE from 3.28 to 3.44 by the addition of one (1) full-time Level 1 Operator position, and the reduction of two (2) existing Level 2 Operator positions to 0.72 FTE and the elimination of the seasonal operator position.

RECOMMENDATION #3

That Balfour Water Service Establishment Bylaw No. 2989, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION #4

That Duhamel Water Service Establishment Bylaw No. 2991, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION #5

That Burton Water Service Establishment Bylaw No. 2993, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION #6

That Riondel Water Supply and Distribution System Local Service Establishment Amendment Bylaw No. 2995, 2024 be read a FIRST, SECOND and THIRD time by content.

RECOMMENDATION #7

That Woodbury Water Service Establishment Bylaw No. 3000, 2024 be read a FIRST, SECOND and THIRD time by content.

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2665

A Bylaw to amend Bylaw No. 268, being the "Sanca Park Water Supply and Distributions System Specified Area Establishment Bylaw No. 268, 1979"

WHEREAS a service has been established by the Regional District of Central Kootenay by Bylaw No. 268, being the "Sanca Park Water Supply and Distributions System Specified Area Establishment Bylaw No. 268, 1979";

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to further amend Bylaw No. 268 to exclude two properties from the service area boundaries;

AND WHEREAS pursuant to the Local Government Act, consent on behalf of the electoral area electors has been received;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

1 The "Sanca Park Water Supply and Distribution System Specified Area Establishment Bylaw No. 268, 1979", is hereby amended as follows:

(1) By reduce the service area boundaries to exclude the following properties:

PID: 016-383-818

Legal: Parcel 1, DL 913, Reference Plan 91334I, Kootenay Land District

PID: 016-372-514

Legal: Parcel A, DL 913, Reference Plan 50803I (excluding Parcel 1, Reference Plan 91334I), Kootenay Land District

as shown on Schedule 'A' attached hereto and forming part of this bylaw.

2 This Bylaw may be cited as "Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019."

READ A FIRST TIME this 21st day of March, 2019.

READ A SECOND TIME this 21st day of March, 2019.

READ A THIRD TIME this 12th day of December, 2024

I hereby certify that this is a true and correct copy of the **“Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No, 2665, 2019”** as read a third time by the Regional District of Central Kootenay Board on the 12th day of December, 2024.

Mike Morrison, Corporate Officer

APPROVED by the Inspector of Municipalities on the _____ day of _____, 20XX.

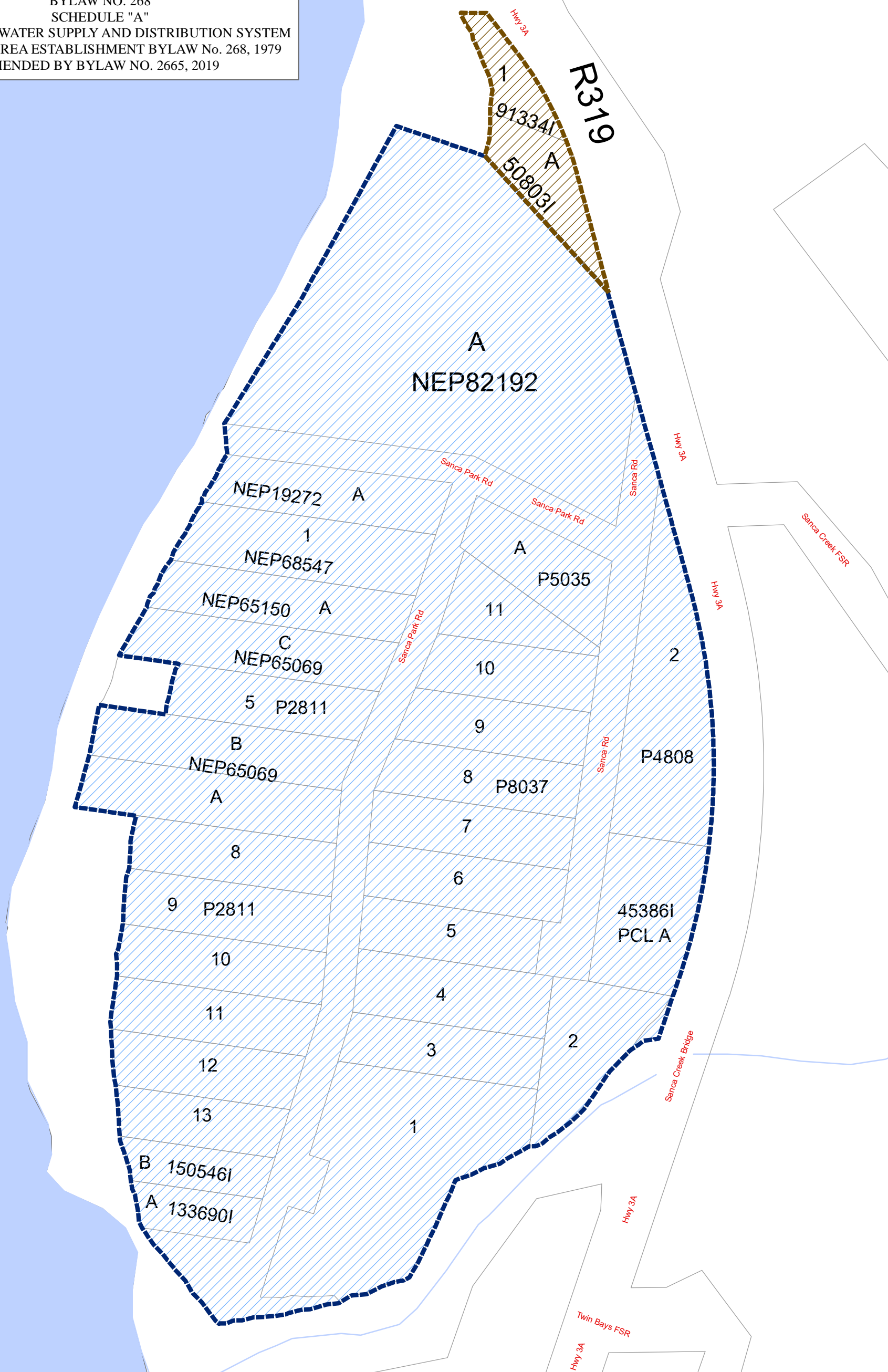
ASSENT RECEIVED as per the *Local Government Act – Consent on behalf of electoral participating area.*

ADOPTED this _____ day of _____, 20XX.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY
 BYLAW NO. 268
 SCHEDULE "A"
 SANCA PARK WATER SUPPLY AND DISTRIBUTION SYSTEM
 SPECIFIED AREA ESTABLISHMENT BYLAW No. 268, 1979
 AS AMENDED BY BYLAW NO. 2665, 2019





**REGIONAL DISTRICT OF
 CENTRAL KOOTENAY**

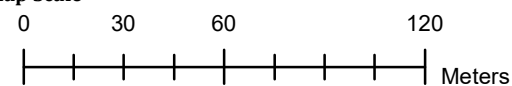
The mapping information shown are approximate representations and should only be used for reference purposes. The Regional District of Central Kootenay is not responsible for any errors or omissions on this map.

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4
 Phone: (250) 352-6665 Toll-Free 1-800-268-7325 (BC)
 Fax: (250) 352-9300 Internet: www.rdck.bc.ca

SCHEDULE A - 2665

-  Removed - Properties
-  Amended - Service Area

Map Scale



Map Projection: UTM Zone 11 Map Datum: NAD83
 Date Plotted: Tuesday, March 5, 2019

Data Sources

The following sources of data are updated as changes occur:
 Cadastral Lot - Surveyed lots/parcels of land;
 Sources: Crown Land Registry Services and RDCK
 District Lot: Source: Crown Land Registry
 Services, Integrated Cadastral Initiative (ICI) and RDCK
 TRIM Data - Planimetry, Unsurveyed Roads, Contours: Source: Ministry of Water,
 Land & Air Protection ALR - Agricultural Land Reserve; Source: BC Land Reserve Commission
 Zoning - Rural Land Use, Land Use, Zoning Bylaws, where bylaws are in place; Source: RDCK
 Roads - Road centerline compiled 2003; Source: RDCK

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2989

A Bylaw to amend Balfour Water Service Establishment Bylaw No. 2142, 2010 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Balfour by adopting the Balfour Water Service Establishment Bylaw No. 2142, 2010;

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area E to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 5 shall be deleted in its entirety and replaced with the following:
(5) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$228,750 (two hundred twenty eight thousand seven hundred fifty dollars).
2 This Bylaw may be cited as "Balfour Water Service Establishment Amendment Bylaw No. 2989, 2024."

READ A FIRST TIME this 12th day of December, 2024.
READ A SECOND TIME this 12th day of December, 2024.
READ A THIRD TIME this 12th day of December, 2024.

ASSENT RECEIVED as per the Local Government Act – consent on behalf of electoral participating area.

ADOPTED this day of , 2025.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2991

A Bylaw to amend Duhamel Water Service Establishment Bylaw No. 805, 1990 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Duhamel by adopting the Duhamel Water Service Establishment Bylaw No. 805, 1990

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area F to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 2 shall be deleted in its entirety and replaced with the following:
(2) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$37,500 (thirty seven thousand five hundred dollars).
2 This Bylaw may be cited as "Duhamel Water Service Establishment Amendment Bylaw No. 2991, 2024."

READ A FIRST TIME this 12th day of December, 2024.

READ A SECOND TIME this 12th day of December, 2024.

READ A THIRD TIME this 12th day of December, 2024.

ASSENT RECEIVED as per the Local Government Act – consent on behalf of electoral participating area.

ADOPTED this day of , 2025.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2993

A Bylaw to amend Burton Water Service Establishment Bylaw, No. 2143, 2010 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Burton by adopting the Burton Water Service Establishment Bylaw, No. 2143, 2010.

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area K to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 5 shall be deleted in its entirety and replaced with the following:
(5) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$56,250 (fifty six thousand two hundred fifty dollars).
2 This Bylaw may be cited as "Burton Water Service Establishment Amendment Bylaw No. 2993, 2024."

READ A FIRST TIME this 12th day of December, 2024.

READ A SECOND TIME this 12th day of December, 2024.

READ A THIRD TIME this 12th day of December, 2024.

ASSENT RECEIVED as per the Local Government Act – consent on behalf of electoral participating area.

ADOPTED this day of , 2025.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2995

A Bylaw to amend Riondel Water Supply and Distribution System Local Service Establishment Bylaw No. 1201, 1996 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Riondel by adopting the Riondel Water Supply and Distribution System Local Service Establishment Bylaw No. 1201, 1996.

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area A to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 4 shall be deleted in its entirety and replaced with the following:
(4) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$68,750 (sixty eight thousand seven hundred fifty dollars).
2 This Bylaw may be cited as "Riondel Water Supply and Distribution System Local Service Establishment Amendment Bylaw No. 2995, 2024."

READ A FIRST TIME this 12th day of December, 2024.
READ A SECOND TIME this 12th day of December, 2024.
READ A THIRD TIME this 12th day of December, 2024.

ASSENT RECEIVED as per the Local Government Act – consent on behalf of electoral participating area.

ADOPTED this day of , 2025.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 3000

A Bylaw to amend Woodbury Water Service Establishment Bylaw No. 2289, 2012 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Woodbury by adopting the Woodbury Water Service Establishment Bylaw No. 2289, 2012.

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area D to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 5 shall be deleted in its entirety and replaced with the following:
(5) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$21,875 (twenty one thousand eight hundred and seventy five dollars).
2 This Bylaw may be cited as "Woodbury Water Service Establishment Amendment Bylaw No. 3000, 2024"

READ A FIRST TIME this 12th day of December, 2024.

READ A SECOND TIME this 12th day of December, 2024.

READ A THIRD TIME this 12th day of December, 2024.

ASSENT RECEIVED as per the Local Government Act – consent on behalf of electoral participating area.

ADOPTED this day of , 2025.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



**Regional District of Central Kootenay
CRESTON VALLEY SERVICES COMMITTEE
Open Meeting Minutes**

8:00 a.m. PST
9:00 a.m. MST
Thursday, December 5, 2024
Creston and District Community Complex – Erickson Room
312 19 Avenue North, Creston, BC

COMMITTEE MEMBERS PRESENT

Chair A. DeBoon Town of Creston
Director G. Jackman Electoral Area A
Director R. Tierney Electoral Area B
Director K. Vandenberghe Electoral Area C

RDCK STAFF PRESENT

S. Horn Chief Administrative Officer
J. Chirico General Manager of Community Services
Chair A. Watson RDCK Board Chair - Electoral Area D
T. Davison Regional Manager – Recreation and Client Services
C. Stanley Manager of Recreation – Creston and District Community Complex
R. Baril Meeting Coordinator

CRESTON STAFF PRESENT

M. Moore Creston Chief Administrative Officer

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:
8:00 a.m. PST
9:00 a.m. MST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/97494784166?pwd=r0gCOVIE05vPZkKnAtYpPHbyECybdU.1&from=addon>

Join by Phone:

+1 778 907 2071 Canada

Meeting ID: 974 9478 4166

Meeting Password: 961403

In-Person Location: Creston and District Community Complex - Erickson Room
312 19 Avenue North, Creston, BC

2. CALL TO ORDER

Chair DeBoon called the meeting to order at 9:00 a.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

Moved and seconded,
And Resolved:

That Counsellor Dumas and Chair Watson be granted Freedom of the Floor.

Carried

4. ADOPTION OF AGENDA

Moved and seconded,
And resolved:

That Item 8.3 Christmas Parade be added to the agenda.

Carried

Moved and seconded,
And Resolved:

The agenda for the December 5, 2024 Creston Valley Services Committee meeting be adopted with the inclusion of Item 8.3 Christmas Parade before circulation.

Carried

5. RECEIPT OF MINUTES

The November 7, 2024 Creston Valley Services Committee minutes, have been received.

6. DELEGATE

6.1 CRESTON VALLEY FALL FAIR

Jessica Picannin and Kevin Viers, organizers of the Creston Valley Fall Fair reported that attendance and participation of the Fall Fair in September has increased over previous years, and the Fall Fair Committee has received great feedback with the change of venue. They noted a couple improvements that they are working on for next year:

- greater signage;
- increased frequency of transit;
- parking and traffic concerns; and
- more volunteers for clean-up.

6.2 WEST CRESTON FIRE HALL

Cathy Robinson, a member of the West Creston Community Hall Society, shared information with the Committee after the failed referendum on September 14, 2024.

The West Creston Community Hall Society organized a petition to proceed with the project without the addition of the water tender and replacement frontline engine. 257 signatures have been collected since November 25, 2024, in support of the West Creston Community Hall Society proposal.

The West Creston Community Hall Society is looking for RDCK to submit a building permit before the end of 2024. Followed by a land transfer or lease to the West Creston Community Hall Society, and transfer of the \$380,000 Community Works Grant, as well as transfer of the \$150,000 Growing Communities Grant. West Creston Community Hall Society is looking into further grant opportunities to complete the building of the West Creston Fire Hall.

Cathy answered the Committee's questions.

**ORDER OF THE AGENDA
CHANGED**

The Order of Business was changed with Item 8.3 considered at this time.

8.3 CHRISTMAS PARADE

Brian Pealow presented details around organization of the Christmas parade happening on December 7, 2024. Brian shared that he would like to see this grow into a winter Christmas festival in the future. Currently, there are 50 applications in for floats in the parade.

Moved and seconded,
And resolved that it be recommended to the Board:

That the 2024 Financial Plan amendment to Recreation Facility – Creston and Areas A, B and C Service S224 to allocate up to \$5,000 to support the Christmas parade expenses.

Carried

ORDER OF THE AGENDA Item 7 New Business was considered at this time.
RESUMED

7. STAFF REPORTS

7.1 CRESTON VALLEY FIRE - QUARTER 3 REPORT

Jared Riel, Creston Fire Chief, provided an overview to the Committee regarding the 2024 Third Quarter Report (Q3). The presentation this quarter include:

- Firefighter recruitment numbers are down overall across Canada.
- The College of the Rockies is running a Fire Academy which may help improve recruitment numbers.
- Work experience program has been great in helping to provide fire service in the valley.

Jared answered the Committee's questions.

7.2 CRESTON DISTRICT AND COMMUNITY COMPLEX: EAST STAIRWELL CANOPY

Challenges have increased costs with this project, due to additional project management fees, legal fees and delay due to re-designing.

Moved and seconded,
And resolved that it be recommended to the Board:

That the Board direct staff to award the contract for the Creston & District Community Complex (CDCC) East Stair Canopy to Z-KO Construction Ltd.; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$214,733.73. AND FURTHER, that the necessary projects costs (\$249,388) be included in the 2025 Financial Plan for S224 Recreation Facility-Creston and Areas B, C and Area A, for the CDCC East Stairwell Cover project.

Carried

8. NEW BUSINESS

8.1 CRESTON VALLEY PUBLIC LIBRARY

Removal of Item 8.1 Creston Valley Public Library.

8.2 CRESTON CURLING CLUB FACILITY USE AGREEMENT

Curling Club have been good tenants. They pay the rent, kept the facility in good condition, painted the rink this summer, and they maintain their liquor license and operate within the regulations. The Curling Club provides curling as a recreation and leisure activities to their members and the community.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board direct staff to enter into a five-year agreement with the Creston Curling, beginning on October 1, 2024, and ending on September 31, 2029, for the use of the curling rink and storage at the Creston and District Community Complex AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.

That the Board direct staff to enter into a five-year agreement with the Creston Curling, beginning on October 1, 2024, and ending on September 31, 2029, for the use of the curling lounge and storage at the Creston and District Community Complex AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

9. OLD BUSINESS

9.1 ACTION ITEM LIST

Item #1 – Staff prepare a draft policy for recipients of financial grants that aid funds to engage with local area Director’s. This has fallen back in priority; however, the Committee does a very good job of getting these organizations to come during budget time to discuss. Committee would still like to see an action timeline for this item.

Item #2 – Dangerous Dog Bylaw. Understanding is that this will be before Board in January.

Addition of Item #11. Solar Panel Software reporting. Staff will have more to report in January on this item.

10. PUBLIC TIME

The Chair called for questions from the public and members of the media at 10:52 a.m.

There were no questions from the public.

11. IN CAMERA

11.1 Meeting Closed to the Public

Moved and seconded,
And resolved:

In the opinion of the Board - and, in accordance with Section 90 of the Community Charter – the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting;
AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Carried

11.2 Recess of Open Meeting

Moved and seconded,
And resolved:

The Open Meeting be recessed at 10:54 in order to conduct the Closed In Camera meeting.

Carried

12. NEXT MEETING

The next Creston Valley Services Committee meeting is scheduled for January 9, 2025 at 9:00 a.m MST.

13. ADJOURNMENT

Moved and seconded,
And resolved:

The Creston Valley Services Committee meeting be adjourned at 12:06 p.m.

Carried

Digitally approved by

Arnold DeBoon, Chair



Regional District of Central Kootenay EAST RESOURCE RECOVERY COMMITTEE MEETING Open Meeting Minutes

AN East Resource Recovery Committee meeting was held on Friday, December 6, 2024 at 9:00 am PST / 10:00 am MST through a hybrid meeting model.

ELECTED OFFICIALS PRESENT	Director G. Jackman	Electoral Area A (Chair)	^[1] In-person
	Director R. Tierney	Electoral Area B	^[1] In-person
	Director K. Vandenberghe	Electoral Area C	^[1] In-person
	Director A. DeBoon	Town of Creston	^[1] In-person
GUEST DIRECTOR	Director W. Popoff	Electoral Area H (West Resource Recovery Committee Chair)	
STAFF PRESENT	U. Wolf	General Manager – Environmental Services	^[1] In-person
	A. Wilson	Resource Recovery Manager	
	A. Norimatsu	Resource Recovery Technician	^[2] In-person
	E. Clark	Meeting Coordinator	^[2] In-person

1. ZOOM REMOTE MEETING INFO

Join by Meeting Link:

<https://rdck-bc-ca.zoom.us/j/99535762744?pwd=7UcdeNtcb5wAT9qx6uH9waLiibt3Fa.1&from=addon>

Meeting ID: 995 3576 2744

Passcode: 770865

Dial by your location

- +1 778 907 2071 Canada
- 833 958 1164 Canada Toll-free

In-Person Meeting Locations:

⁽¹⁾ Kootenay Room, Creston & District Community Complex, 312 - 19th Avenue North, Creston, BC

⁽²⁾ RDCK Board Room, 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

Chair Jackman called the meeting to order at 10:02 a.m. PST / 11:02 a.m. MST.

Moved and seconded,

And resolved:

Director Popoff have freedom of the floor.

Carried

2.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

2.2 Adoption of the Agenda

Moved and seconded,

And resolved:

The Agenda for the December 6, 2024 East Resource Recovery Committee meeting be adopted as circulated.

Carried

2.3 Receipt of Minutes

The June 12, 2024 Joint Resource Recovery Committee Minutes have been received.

3. CRESTON CAR WASH RECYCLING DEPOT LEASE AGREEMENT

The November 29, 2024 Committee Report from Akane Norimatsu, Resource Recovery Technician seeking direction regarding the Lease for the Creston Car Wash Recycling Depot, was received.

Moved and seconded,

And resolved that it be **recommended** to the Board:

That the Board approve the RDCK enter into a Lease Agreement with Arrow Mountain Car Wash and Mini Storage Limited for the Creston Car Wash Recycling Depot at 412 Helen Street, Creston BC, for up to \$36,720 annually with a 2% annual fee increase, starting June 1, 2025 for a one year period, with the option of three one year extensions upon mutual agreement; AND FURTHER that the costs be paid from Service A116 East Recycling.

Carried

Moved and seconded,

And resolved:

That the following motion BE REFERRED to the April 16, 2025 Joint Resource Recovery Committee meeting:

That the Board direct staff to investigate costs of expanding the recycling area at the Creston Landfill to consolidate all Creston area recycling at that location and return for further consideration by the East Resource Recovery Committee.

Carried

4. TIPPING FEE ASSESSMENT & SYSTEM EFFICIENCY STUDY

Agenda Item 4 was referred from the November 13, 2024 Joint Resource Recovery Committee meeting.

The October 31, 2024 Committee Report from Heidi Bench, Projects Advisor presenting a summary of the results of the Resource Recovery System Efficiency Study and recommending moving forward with the closure of Riondel, Kokanee Park Marina, and Winlaw Recycling Depots, was received.

Moved and seconded,
And resolved:

That the following motion BE REFERRED to the next East Resource Recovery Committee meeting:

That the Board authorize staff to plan the permanent closures of Riondel Recycling Depot in 2025.

Carried

5. EAST COMPOST FINANCIAL UPDATE

The November 22, 2024 Committee Report from Alayne Hamilton, Environmental Projects Lead outlining the minor cost overruns in Allocation Service A119 East Compost, was received for information.

6. 2025-2029 DRAFT FINANCIAL PLANS

The following Draft Financial Plans were received:

- a. Service C186: East Resource Recovery
- b. Service A116: Recycling Program – East Subregion
- c. Service A119: Organics Program – East Subregion

RECESS / RECONVENE The meeting recessed at 12:07 p.m. for a break and reconvened at 12:15 p.m. PST.

DIRECTOR ABSENT Director Popoff left the meeting at 1:00 p.m. PST.

7. PUBLIC TIME

The Chair called for questions from the public and members of the media at 1:19 p.m. PST.

8. ADJOURNMENT

Moved and seconded,
And resolved:

The Joint Resource Recovery Committee meeting adjourned at 1:20 p.m. PST / 2:20 p.m. MST.

Carried

CERTIFIED CORRECT

Approved by

Director G. Jackman, Chair
December 10, 2024
East Resource Recovery Committee Meeting

**BOARD RESOLUTIONS AS ADOPTED AT THE DECEMBER 6, 2024 EAST RESOURCE RECOVERY
COMMITTEE MEETING**

RECOMMENDATION #1

That the Board approve the RDCK enter into a Lease Agreement with Arrow Mountain Car Wash and Mini Storage Limited for the Creston Car Wash Recycling Depot at 412 Helen Street, Creston BC, for up to \$36,720 annually with a 2% annual fee increase, starting June 1, 2025 for a one year period, with the option of three one year extensions upon mutual agreement; AND FURTHER that the costs be paid from Service A116 East Recycling.



Regional District of Central Kootenay COMMUNITY SUSTAINABLE LIVING ADVISORY COMMITTEE Open Meeting Minutes

Tuesday, December 10, 2024 at 1:00 p.m.
RDCK Hybrid Meeting

COMMITTEE MEMBERS PRESENT

Chair L. Main	Village of Silverton	In-Person
Director G. Jackman	Electoral Area A	In-Person
Director R. Tierney	Electoral Area B	
Director K. Vandenberghe	Electoral Area C	
Director A. Watson	Electoral Area D	
Alt. Director J. Smienk	Electoral Area E	In-Person
Director T. Newell	Electoral Area F	
Director H. Cunningham	Electoral Area G	
Director W. Popoff	Electoral Area H	In-Person
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	
Director T. Weatherhead	Electoral Area K	In-Person
Director S. Hewat	Village of Kaslo	

STAFF PRESENT

M. Morrison	Manager of Corporate Administration
S. Sudan	General Manager of Development and Community Sustainability Services
D. Seguin	Manager of Community Sustainability
P. Marshall-Smith	Sustainability & Resilience Supervisor
A. Leffelaar	Climate Action Intern
S. Singla	Senior Energy Specialist
C. LeBlanc	Community Resilience Coordinator
S. Kindred	Administrative Assistant, Development & Community Sustainability Services

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

1:00 p.m. PST

2:00 p.m. MST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/98889442926?pwd=NTGYiX3CJ0hAu6bpwAp9gj4o2Dudwt.1&from=addon>

Join by Phone:

833 958 1164 Canada Toll-free

Meeting ID: 988 8944 2926

Meeting Password: 368817

In-Person Location:

Boardroom - Nelson Office

202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER

Chair Main called the meeting to order at 1:00 p.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

4. ADOPTION OF AGENDA

Moved and seconded,

And resolved:

The Agenda for the December 10, 2024 Community Sustainable Living Advisory Committee meeting be adopted as circulated.

Carried

5. RECEIPT OF MINUTES

The August 13, 2024 Community Sustainable Living Advisory Committee minutes, were received.

DIRECTORS PRESENT Director Davidoff joined the meeting at 1:03 p.m.

Director Cunningham joined the meeting at 1:05 p.m.

Director Hanegraaf joined the meeting at 1:07 p.m.

6. STAFF REPORT

6.1 FOR INFORMATION: UPDATE ON SUSTAINABILITY SERVICE PROJECTS AND AREAS OF ACTIVITY

The Staff Report dated December 10, 2024 from Paris Marshall Smith, Sustainability & Resilience Supervisor, was received.

DIRECTOR ABSENT Director Davidoff left the meeting at 1:31 p.m.

RECESSED / RECONVENED The meeting recessed at 1:31 p.m. due to Director Davidoff having technical issues and reconvened at 1:36 p.m.

7. OLD BUSINESS

7.1 FOR DISCUSSION: UPDATE - RURAL MOBILITY COMMUNITY ADVISORY COMMITTEE

The Committee Report dated November 15, 2024 from Alex Leffelaar, Climate Action Assistant, was received.

Moved and seconded,

MOTION ONLY

That resolution 458/24 being:

That the Board direct staff to submit an application to the 2024 Age-friendly Communities Grants for the Rural Mobility Working Group in the amount of \$25,000;

AND FURTHER, if successful, grant funds be allocated to the A108 Development Services and the previously allocated \$15,000 Local Government Climate Action Program funding (res 384/24) be returned to S100 reserve;

AND FURTHER, that staff be authorized to enter into a contribution agreement with BC Healthy Communities should the RDCK be awarded funding;

Be amended to read:

That the Board direct staff to submit an application to the 2024 Age-friendly Communities Grants for the Rural Mobility Working Group in the amount of \$25,000;

AND FURTHER, if successful, grant funds be allocated to the A108 Development Services;

AND FURTHER, that staff be authorized to enter into a contribution agreement with BC Healthy Communities should the RDCK be awarded funding.

Moved and seconded,
And resolved:

AMENDMENT TO THE MOTION

That the foregoing motion, being:

That resolution 458/24 being:

That the Board direct staff to submit an application to the 2024 Age-friendly Communities Grants for the Rural Mobility Working Group in the amount of \$25,000;

AND FURTHER, if successful, grant funds be allocated to the A108 Development Services and the previously allocated \$15,000 Local Government Climate Action Program funding (res 384/24) be returned to S100 reserve;

AND FURTHER, that staff be authorized to enter into a contribution agreement with BC Healthy Communities should the RDCK be awarded funding;

be amended by adding, “and the previously allocated \$15,000 Local Government Climate Action Program (res. 384/24) be revised to \$5,000 with the balance being returned to General Administration Service S100 reserve;” after “AND Further, if successful, grant funds be allocated to the A108 Development Services”, thus reading:

That the Board direct staff to submit an application to the 2024 Age-friendly Communities Grants for the Rural Mobility Working Group in the amount of \$25,000;

*AND FURTHER, if successful, grant funds be allocated to the A108 Development Services **and the previously allocated \$15,000 Local Government Climate Action Program funding (res 384/24) be revised to \$5,000 with the balance being returned to General Administration Service S100 reserve;***

AND FURTHER, that staff be authorized to enter into a contribution agreement with BC Healthy Communities should the RDCK be awarded funding.

Carried

Moved and seconded,
And resolved:

MAIN MOTION

That the Board direct staff to submit an application to the 2024 Age-friendly Communities Grants for the Rural Mobility Working Group in the amount of \$25,000;

AND FURTHER, if successful, grant funds be allocated to the A108 Development Services and the previously allocated \$15,000 Local Government Climate Action Program funding (res 384/24) be revised to \$5,000 with the balance being returned to General Administration Service S100 reserve;

AND FURTHER, that staff be authorized to enter into a contribution agreement with BC Healthy Communities should the RDCK be awarded funding.

Carried

DIRECTOR PRESENT Director Davidoff joined the meeting at 2:10 p.m.

7.2 FOR INFORMATION: WATERSHED GOVERNANCE INITIATIVE PHASE 4 - UPDATE

The Watershed Governance Initiative Presentation from Paris Marshall Smith, Sustainability & Resilience Supervisory, was received.

ORDER OF AGENDA CHANGED That the Order of Business be changed to have Item 7.6 be considered at this time.

7.6 FOR DISCUSSION: COMMUNITY WORKS APPLICATION FOR NATURAL ASSET MANAGEMENT OF YMIR WATERSHED/QUARTZ CREEK

The Committee Report dated November 15, 2024 from Paris Marshall Smith, Sustainability & Resilience Supervisor, was received.

Moved and seconded,

And resolved that it be recommended to the Board:

That resolution 385/24 being:

That the Community Works Fund application submitted by Regional District Central Kootenay for the Ymir Watershed Natural Asset Management Plan in the amount of \$60,000 be approved and that funds be disbursed from Community Works Funds

allocated to Electoral Area G and be allocated to S105 Community Sustainable Living Service;

AND FURTHER that a budget amendment to the 2024-2029 Financial Plan reflect this allocation and that the Sustainability & Resilience Supervisor be approved to issue a Request for Proposal and subsequent contract for the Natural Asset Management Plan for Ymir;

AND FURTHER the Chair and Corporate Officer be authorized to sign the contract once a proponent is selected.

Be amended to read:

That the Community Works Fund application submitted by Regional District Central Kootenay for the Ymir Watershed Natural Asset Management Plan in the amount of \$80,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area G and be allocated to S105 Community Sustainable Living Service;

FURTHER that a budget amendment to the 2024-2029 Financial Plan reflect this allocation and that the Sustainability & Resilience Supervisor be approved to issue a Request for Proposal and subsequent contract for the Natural Asset Management Plan for Ymir;

AND FURTHER the Chair and Corporate Officer be authorized to sign the contract once a proponent is selected.

Carried

RECESS / RECONVENED The meeting recessed at 2:23 p.m. for a break and reconvened at 2:31 p.m.

ORDER OF AGENDA RESUMED Item 7.3 Water Sustainability Project in Yaqaan Nukiy Creston Valley – Goats Watershed to be continued at this time

7.3 FOR INFORMATION: WATER SUSTAINABILITY PROJECT IN YAQAAN NUKIY CRESTON VALLEY - GOAT WATERSHED

The Committee Report dated November 15, 2024 from Paris Marshall Smith, Sustainability & Resilience Supervisor, was received.

DIRECTOR ABSENT Director Hewat left the meeting at 3:23 p.m.

7.4 PRESENTATION: COMMUNITY SUSTAINABLE LIVING ADVISORY COMMITTEE 2024 IN REVIEW

The Community Sustainable Living Advisory Committee 2024 in Review Presentation dated December 10, 2024 from Paris Marshall Smith, Sustainability & Resilience Supervisor, BE REFERRED to the next Community Sustainable Living Advisory Committee meeting.

7.5 FOR INFORMATION: COMMUNITY SUSTAINABLE LIVING ADVISORY COMMITTEE - DRAFT COMMITTEE BYLAW

The Committee Report dated November 15, 2024 from Paris Marshall Smith, Sustainability & Resilience Supervisor, BE REFERRED to the next Community Sustainable Living Advisory Committee meeting.

8. NEW BUSINESS

8.1 FOR INFORMATION: 2024 SUSTAINABILITY S105 FINANCIAL PLAN

The Community Sustainability Service S105 (S105) 2024 Financial Plan presented by Dan Seguin, Manager of Community Sustainability, BE REFERRED to the next Community Sustainable Living Advisory Committee meeting and also includes the S105 Budget.

8.2 FOR DISCUSSION: CONFIRM 2025 CSLAC MEETING DATES

The Committee confirmed the following meeting dates for 2025 with the exception of direction to staff to add January 14, 2025 as an additional Community Sustainable Living Advisory Committee meeting:

- January 14, 2025
- February 18, 2025
- April 15, 2025
- June 17, 2025
- August 19, 2025
- October 14, 2025
- December 9, 2025

9. PUBLIC TIME

The Chair called for questions from the public and members of the media at 3:28 p.m.

10. NEXT MEETING

The next Community Sustainable Living Advisory Committee meeting is scheduled for January 14, 2025 at 1:00 p.m.

11. ADJOURNMENT

Moved and seconded,
And resolved:

The Community Sustainable Living Advisory Committee meeting be adjourned at 3:29 p.m.

Carried

Approved by

Leah Main, Chair



Regional District of Central Kootenay
JOINT RESOURCE RECOVERY COMMITTEE MEETING
Open Meeting Minutes

A Joint Resource Recovery Committee meeting was held on Wednesday, December 11, 2024
 1:00 pm PST / 2:00 pm MST through a hybrid meeting model.

ELECTED OFFICIALS	Director G. Jackman	Electoral Area A (Chair)	In-person
PRESENT	Director R. Tierney	Electoral Area B	In-person
	Director K. Vandenberghe	Electoral Area C	In-person
	Director A. Watson	Electoral Area D	In-person
	Alt. Director J. Smienk	Electoral Area E	In-person
	Director T. Newell	Electoral Area F	In-person
	Director H. Cunningham	Electoral Area G	
	Director W. Popoff	Electoral Area H	In-person
	Director A. Davidoff	Electoral Area I	
	Director H. Hanegraaf	Electoral Area J	In-person
	Director T. Weatherhead	Electoral Area K	In-person
	Alt. Director B. Bogle	City of Castlegar	In-person
	Director A. DeBoon	Town of Creston	
	Director S. Hewat	Village of Kaslo	In-person
	Director T. Zeleznik	Village of Nakusp	
	Director K. Page	City of Nelson	In-person
	Director L. Casley	Village of New Denver	
	Director D. Lockwood	Village of Salmo	In-person
	Director L. Main	Village of Silverton	In-person
	Director E. Buller	Village of Slocan	
STAFF PRESENT	S. Horn	Corporate Administrative Officer	
	Y. Malloff	General Manager – Finance, ED, IT	
	U. Wolf	General Manager – Environmental Services	
	A. Wilson	Resource Recovery Manager	
	A. Hamilton	Environmental Projects Lead	
	H. Bench	Resource Recovery Projects Advisor	
	E. Clark	Meeting Coordinator	

1. ZOOM REMOTE MEETING INFO

Join by Meeting Link:

<https://rdck-bc-ca.zoom.us/j/96757636881?pwd=63UFCdJfC3hEbPKxRaSaaJdHQJ5P7s.1&from=addon>

Meeting ID: 967 5763 6881

Passcode: 562073

Dial by your location

- +1 778 907 2071 Canada
- 833 955 1088 Canada Toll-free

In-Person Meeting Location for Hybrid Meeting Model

The following location was determined to hold the in-person meetings for the Joint Resource Recovery Committee:

Location Name: RDCK Board Room

Location Address: 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

Chair Jackman called the meeting to order at 1:00 pm.

2.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

2.2 Adoption of the Agenda

Moved and seconded,
And resolved:

The Agenda for the December 11, 2024 Joint Resource Recovery Committee meeting be adopted as circulated.

Carried

2.3 Receipt of Minutes

The November 13, 2024 Joint Resource Recovery Committee Minutes have been received.

2.4 Delegation

City of Nelson, Organics Program

Mary Tress, Climate Programs Coordinator

Carmen Proctor, Climate & Energy Manager

Mary Tress gave a presentation to the Committee regarding the City of Nelson Pre-treated Organics Program. The presentation covered the following areas:

- General update on the program
- Overview of program operations
- Explanation of evaluation methods and ongoing data collection
- Focus areas for extending the program into 2025

The City of Nelson is pleased with participation in the Pre-treated Organics Program in the Fairview neighborhood (79% of eligible households) and looks forward to extending the program in 2025 and completing further evaluation.

Ms. Tress expressed thanks to the RDCK for supporting the program and contributing toward the cost of the drop off bins.

Mary Tress and Carmen Proctor were available to answer the Committee's questions.

Chair Jackman thanked Mary Tress and Carmen Proctor for the presentation.

DIRECTOR PRESENT Director Davidoff joined the meeting at 1:15 pm.

DIRECTOR PRESENT Director Cunningham joined the meeting at 1:20 pm.

3. CHANGES TO MATERIAL MANAGEMENT AND TIPPING FEES
[All Areas]

The November 25, 2024 Committee Report from Heidi Bench, Projects Advisor outlining material management and tipping fee updates proposed for 2025 as a result of the System Efficiency Study, as well as proposing options to address the inequities in the current cost recovery structure, has been received.

DIRECTOR ABSENT Director Watson left the meeting at 1:52 pm.

Moved and seconded to be moved as a block,
MOTION ONLY

That the Board authorize Staff to draft an amendment to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 to incorporate rubble and wood waste under the definition and fee schedule for mixed waste.

That the Board authorize Staff to draft an amendment to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 updating tipping fees to align with the proposed Tipping Fee Cost Recovery Objectives.

Chair Jackman called for Division.

Moved and seconded,
And Resolved:

Call for division of the question.

RECOMMENDATION NO. 1

Moved and seconded,
And Resolved:

That the following motion **BE REFERRED** to the January 15, 2025 Joint Resource Recovery Committee meeting:

That the Board authorize Staff to draft an amendment to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 to incorporate rubble and wood waste under the definition and fee schedule for mixed waste.

Defeated

Moved and seconded,
And resolved that it be recommended to the Board:

That the Board authorize Staff to draft an amendment to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 to incorporate rubble and wood waste under the definition and fee schedule for mixed waste.

Carried

RECOMMENDATION NO. 2

The recommendation was amended to include “on a 5-year schedule and a 3-year schedule” prior to being moved and seconded.

Moved and seconded,
And Resolved:

That the following motion **BE REFERRED** to the January 15, 2025 Joint Resource Recovery Committee meeting:

That the Board authorize Staff to draft two amendments to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 updating tipping fees to align with the proposed Tipping Fee Cost Recovery Objectives on a 5-year schedule and a 3-year schedule.

Defeated

Moved and seconded,
And resolved that it be recommended to the Board:

That the Board authorize Staff to draft two amendments to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 updating tipping fees to align with the proposed Tipping Fee Cost Recovery Objectives on a 5-year schedule and a 3-year schedule.

Carried

DIRECTOR Director Casely left the meeting at 2:53 pm.
ABSENT

RECESS / The meeting recessed at 2:56 pm for a break and reconvened at 3:05 pm.
RECONVENE

4. S188 WEST WASTE FINANCIAL PLAN AMENDMENT – OOTISCHENIA TIPPING WALL BINS
[West Subregion]

The December 3, 2024 Committee Report from Amy Wilson, Resource Recovery Manager requesting amendment of the 2024 Financial Plan to account for the purchase of bins Ootischenia Landfill, has been received.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (West Subregion) Castlegar, New Denver, Slocan and Areas H, I, J and K Service S188 to decrease the Repairs and Maintenance Account 55010 by \$18,170 and increase the Capital Expense Account 60000 by \$18,170 for the Ootischenia Landfill Tipping Wall Bins.

Carried

5. S187 CENTRAL WASTE MFA EQUIPMENT FINANCING AUTHORIZATION – CENTRAL LOADER
[Central Subregion]

The December 3, 2024 Committee Report from Amy Wilson, Resource Recovery Manager requesting an authorization for a Municipal Finance Authority equipment financing for the 2024 Central Loader, has been received.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (Central Subregion) – Nelson, Kaslo, Salmo, and Areas D, E, F and G Service S187 to decrease the Proceeds from Equipment Financing Account 43200 by \$284,395 and increase the Transfer from Regular Reserves Account 45000 by \$284,395 for the Central Loader.

Carried

6. S187 CENTRAL WASTE / A120 FINANCIAL AMENDMENT – 2023 INTERNAL TRANSFER
[Central & West Subregions]

The December 3, 2024 Committee Report from Amy Wilson, Resource Recovery Manager requesting an amendment of the 2024 Financial Plan to account for an error in the 2023 internal transfers from Service S187 Central Waste to Service A120 Central-West Compost, has been received.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (Central Subregion) – Nelson, Kaslo, Salmo, and Areas D, E, F and G Service S187 to increase the Transfer

to Other Services Account 59500 by \$257,493 and increase the Transfer from Other Services Account 45500 by \$257,493 for the missed 2023 transfer for support of the Central Compost Facility.

Carried

7. PUBLIC TIME

The Chair called for questions from the public and members of the media at 3:13 pm.

No questions from the public.

8. ADJOURNMENT

Moved and seconded,

And resolved:

The Joint Resource Recovery Committee meeting adjourned at 3:13 pm.

Carried

CERTIFIED CORRECT

Approved by

Director G. Jackman, Chair

December 11, 2024

Joint Resource Recovery Committee Meeting

BOARD RESOLUTIONS AS ADOPTED AT THE DECEMBER 11, 2024 JOINT RESOURCE RECOVERY COMMITTEE MEETING

RECOMMENDATION #1

That the Board authorize Staff to draft an amendment to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 to incorporate rubble and wood waste under the definition and fee schedule for mixed waste.

RECOMMENDATION #2

That the Board authorize Staff to draft an amendment to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 to incorporate rubble and wood waste under the definition and fee schedule for mixed waste.

RECOMMENDATION #3

That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (West Subregion) Castlegar, New Denver, Slocan and Areas H, I, J and K Service S188 to decrease the Repairs and Maintenance Account 55010 by \$18,170 and increase the Capital Expense Account 60000 by \$18,170 for the Ootischenia Landfill Tipping Wall Bins.

RECOMMENDATION #4

That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (Central Subregion) – Nelson, Kaslo, Salmo, and Areas D, E, F and G Service S187 to decrease the Proceeds from Equipment Financing Account 43200 by \$284,395 and increase the Transfer from Regular Reserves Account 45000 by \$284,395 for the Central Loader.

RECOMMENDATION #5

That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (Central Subregion) – Nelson, Kaslo, Salmo, and Areas D, E, F and G Service S187 to increase the Transfer to Other Services Account 59500 by \$257,493 and increase the Transfer from Other Services Account 45500 by \$257,493 for the missed 2023 transfer for support of the Central Compost Facility.

November 29, 2024

Commissioner, Chair, & Commissioners,
RDCK Recreation # 7, Salmo & Area G

RE: Reappointment of Trustee Susan Chew to the Salmo & Area G Recreation Commission

Dear Chair and Commissioners,

On behalf of the Board of Education of School District No. 8 (Kootenay Lake), I am pleased to confirm the reappointment of Trustee Susan Chew as our representative to the Salmo & Area G Recreation Commission. Trustee Chew's term will commence on January 1, 2025, following the conclusion of her current term on December 31, 2024.

We are confident that Trustee Chew will continue to contribute meaningfully to the Commission, fostering collaboration and advancing the shared goals of supporting recreation and community engagement in the Salmo and Area G region.

Should you require any further information, please do not hesitate to contact our office.

Thank you for your ongoing collaboration with School District No. 8 (Kootenay Lake).

Sincerely,



Dawn Lang, Chair

Board of Education
School District No. 8 (Kootenay Lake)

Cc: Board of Education
Jenna Chapman, Joe Chirico, Diana Lockwood (RDCK)



VILLAGE OF NAKUSP COUNCIL 2022-2026

ACTING MAYOR	
November 2024 – January 2025	Councillor McLaren-Caux
February 2025 – April 2025	Councillor Hough
May 2025 – July 2025	Councillor Edwards
August 2025 – October 2025	Councillor Knooihuizen

COUNCIL APPOINTMENTS November 2025 to October 2026

COUNCIL COMMITTEES	
Fair Trade (1) (standing)	Councillor Knooihuizen Councillor Edwards, Alternate.
Nakusp & District Sports Complex Usage Committee (select)	Councillor Knooihuizen Councillor Edwards, Alternate.
Nakusp Accessibility Committee	Mayor Zeleznik Councillor Edwards, Alternate.

COUNCIL APPOINTMENTS	
CBT ReDi (Resident Directed) Grant (1)	Mayor Zeleznik Councillor Edwards, Alternate
Emergency Management BC (EMBC)	
Recreation Commission #4 – Nakusp & Area K (1)	Mayor Zeleznik Councillor Hough, Alternate
NACFOR (1)	Councillor Hough Mayor Zeleznik, Alternate
RDEK Ktunaxa Kinbasket Treaty Advisory Committee (2) (Regional District East Kootenay)	Councillor Hough Mayor Zeleznik, Alternate
RDCK Municipal Director	Councillor McLaren-Caux Mayor Zeleznik, Alternate
RDCK West Resource Recovery Committee (1)	Councillor McLaren-Caux Mayor Zeleznik, Alternate
RDCK Joint Resource Recovery (1)	Councillor McLaren-Caux Alternate Mayor Zeleznik
RDCK All Recreation Committee (1)	Councillor McLaren-Caux Mayor Zeleznik, Alternate
West Kootenay Boundary Regional Health District (WKBKRD)	Councillor McLaren-Caux Mayor Zeleznik, Alternate

EXTERNAL COMMITTEES WITH COUNCIL LIAISONS	
Nakusp Public Library (1)	Councillor Edwards Councillor Knooihuizen, Alternate
Nakusp & District Chamber of Commerce (1)	
Nakusp Seniors Society (1)	Councillor Edwards Mayor Zeleznik, Alternate
Nakusp & Area Youth Society (1)	Mayor Zeleznik Councillor Hough, Alternate
Nakusp and Area Development Board (NADB) (1)	Councillor Knooihuizen



**VILLAGE OF NAKUSP COUNCIL
2022-2026**

	Councillor Edwards, Alternate
ASLCS GAP (1)	Councillor Edwards, Councillor Knooihuizen, Alternate
Upper Arrow Housing Society	Councillor Knooihuizen Councillor Edwards, Mayor Zeleznik Alternates

COLUMBIA River Treaty



To: Columbia Basin government elected officials
and local government CAOs

Date: December 3, 2024

From: Linda Worley, Chair
Columbia River Treaty Local Governments Committee

Subject: Update on CRT Local Government Committee Activities

Since the update memo that was sent to you in July when the Columbia River Treaty (CRT) agreement-in-principle (AIP) was announced, the Committee has worked almost exclusively on this important phase of treaty modernization, creating a very busy time. The Committee has held seven virtual meetings and a virtual meeting with CRT First Nations representatives, as well as a virtual meeting and an information webinar with representatives from the Canadian CRT negotiation delegation. I expect that it will continue to be a very busy time as Treaty modernization continues.

CRT Agreement-in-Principle Activities

Since the announcement of the AIP in July we have engaged with the BC CRT Team to attempt to fully understand the AIP and to advise on community engagement. The Team has developed an extensive [CRT AIP website](#) which includes a [Backgrounder](#), a [Contents](#) document and FAQs as well as a [video](#) explaining the AIP and the recording of the virtual [public info session](#) in September.

In early September when the provincial election period began, the writ was dropped and the interregnum began, during which government communications were on hold. This continued until the Cabinet was announced on November 18th.

Update on Treaty Amendment Ratification - Please Participate

Consequently, many of you may be wondering where things are at with the Treaty modernization process. You may have seen a recent CBC [article](#) stating that Canada is working with the U.S. to finalize a modernized Treaty before the new U.S. administration takes office on January 20, 2025. While it's too soon to tell whether this is achievable, there is strong interest on both sides of the border to meet this goal. The Committee is not involved in these decisions.

The Committee continues to advocate for meaningful public engagement throughout treaty modernization and implementation as stated in our [2021 CRT Recommendations](#). The Committee is advocating for public communications and as much engagement as is feasible before the treaty is ratified, including if this should happen before January 20th.

The BC CRT Team welcomes feedback through their on-line survey at <https://feedback.engage.gov.bc.ca/773486?lang=en>. They will be hosting a virtual public information session on December 16th from 6:00-7:30pm PT/7:00-8:30pm MT - we will send you the registration information when it is available. We encourage you to provide your feedback on the AIP via the on-line survey **as soon as possible** to inform the ongoing treaty drafting, and to attend the virtual info session.

The BC CRT Team is sharing reports from the on-line survey with the Committee and we are monitoring other sources to understand the views of Basin residents as much as possible. We will be meeting with representatives of the negotiation delegation to share our initial views on the AIP. The Columbia Basin Regional Advisory

Committee has also been encouraged to provide their input via the on-line survey and they will meet with representatives of the negotiations delegation in December.

Regardless of whether or not a modernized Treaty is ratified in January, the BC CRT Team is still planning to hold community meetings in the new year to explain the new elements of the Treaty and the benefits and potential negative impacts they bring to the Basin. The Team will also be seeking feedback on the elements of a modernized Treaty that are still in development. We will host a virtual meeting with local governments and the BC CRT Team after the community meetings.

There are many more steps to develop and implement a modernized Treaty.

Columbia River Transboundary Water Governance and Ethics Symposium 2024

On November 13-14th the Committee Vice Chair Stan Doehle and our Executive Director Cindy Pearce traveled to this symposium in Spokane, Washington. This symposium is a continuation of Columbia Basin symposiums that have occurred since 2008. This one was specially designed to provide feedback on the CRT AIP.

Over 160 delegates attended, including members of the Canadian and US negotiation delegations, representatives of the [Upper Columbia Basin Environmental Collaborative](#) (UCBEC) and several B.C. residents. Stan shared the views of the Committee, which are based on what we've heard from Basin local governments and residents, on two panels during the symposium. Our delegation hosted a booth during the networking session and met with Washington State County Commissioners to continue our relationship with U.S. local governments.

To learn more about the AIP and perspectives on the AIP see the symposium livestream recordings at:

<https://www.youtube.com/@gonzagaclimate/streams>

Segments relevant to the AIP:

Negotiation delegations panel (55:30-2:48:00 – 1 hour 45 minutes):

<https://www.youtube.com/watch?v=aVycCHVRD7A>

Panel 1 – Reactions to the AIP (2:49:00-3:36:00 – 50 minutes):

<https://www.youtube.com/watch?v=aVycCHVRD7A>

Background on Transboundary governance (0:00:00-1:36 - 1.5 hours):

<https://www.youtube.com/watch?v=11V061RuF4>

Governance Roundtable – (1:36:00 – 3:10:00 – 1.5 hours): <https://www.youtube.com/watch?v=11V061RuF4>

New Minister and Shadow Portfolio for the Columbia River Treaty and Regional MLAs

The NDP government has appointed Minister Dix as the Minister of Energy and Climate Solutions and the Minister Responsible for the Columbia River Treaty, Columbia Power Corporation and Columbia Basin Trust. The Conservative party has appointed Kootenay-Rockies MLA Pete Davis to the Columbia River Treaty shadow portfolio. The Committee will be communicating with the Minister, the shadow appointee and the new regional MLAs shortly to introduce them to the Committee's work and the importance of hearing from basin residents and local governments during treaty modernization and implementation.

Opportunity to Host the [Bringing the Salmon Home Initiative](#) Tour

Since 2021 the federal, provincial and three regional First Nations governments – the Ktunaxa, Secwepemc and Syilx-Okanagan Nations – have worked collaboratively on Bringing the Salmon Home - the Columbia River Salmon Reintroduction Initiative. The Committee encourages your government and/or any local partners to host the Initiative delegation for a public or internal event in your area, at a mutually agreeable time over the

next six months. The 30 minute Bringing the Salmon Home documentary film can be screened, and audience discussions held with members of our Indigenous Knowledge Counsel, youth Salmon Warriors, and technical biologists. This is an opportunity to share current information about an Initiative that many basin residents are passionate about. To discuss hosting an event, please contact: Teresa Marshall, Communications Advisor - comms@columbiariversalmon.ca

Ongoing

- **Integrating socio-economic interests in CRT scenarios** – The Committee’s Socio-Economic Integration Team continues to work to ensure social and economic interests for the Kootenay and Columbia rivers are being included in river management scenario modelling for CRT modernization. Socio-economic interests that are impacted by reservoir levels and river flows, such as flood risk management, navigation, recreation, tourism, dust generation and others are very important to communities. Performance measures describing the required and preferred reservoir elevations and flow levels for these interests are being refined as new information becomes available. These measures are being used in the evaluation of alternative hydro operations scenarios to inform the selection of operations to implement the new Canadian flexibility in the modernized Treaty. The Team is also participating in these evaluations. Other groups are working on performance measures for ecosystem function (learn more [here](#)), which are also very important to Basin residents, Indigenous cultural values and power generation.

The Team also continues to contribute to the new Adaptive Management Subgroup for the new Canadian flexibility operations. This group is developing an adaptive management framework to monitor, learn about and adjust the new operations.

The Committee is very grateful to have been included in these processes as this signals the recognition of the value of local government contributions in CRT-related matters. The Committee is grateful for the funding from the Province for this initiative. For more detailed information see the [Committee’s website](#).

- **Modernized domestic CRT governance** – The three First Nations involved in the CRT modernization – the Ktunaxa, Syilx Okanagan and Secwepemc Nations – and B.C. are developing a framework for modernized Canadian domestic CRT governance. This initiative recognizes both the role of First Nations in the context of UNDRIP and how Basin communities could have a voice in future decisions regarding aspects of Treaty operations planning.

The Committee has been preparing to engage in this critically important initiative. The Committee will be reaching out to local governments across the Basin once more information is available. The BC CRT Team has committed to providing Basin communities and residents an opportunity for input on potential governance models before decisions are reached.

- **BC Hydro community communications and engagement** – The Committee continues to press BC Hydro for improved communications and engagement with basin communities. The Committee continued to communicate with BC Hydro staff and Minister Osborne to find solutions over the last year. We have seen some improvements and will continue to advocate for further improvements to meet the needs of basin communities.

Sign up for weekly updates on Arrow, Duncan and Kinbasket reservoirs, and Kootenay Lake, as well as notification of river flow changes below Hugh Keenleyside dam by contacting Mary Anne Coules at maryanne.coules@bchydro.com.

- **Columbia Basin Regional Advisory Committee (CBRAC)** – CBRAC includes public members who represent the geography and interests across the basin (selected based on their expressions of interest) and appointed members from local governments, First Nations and basin hydro operators. Recently new

public members have been added from Revelstoke, Shelter Bay, Nakusp and Rossland. To date in 2024 CBRAC has had three webinars on [BC Hydro's Integrated Resources Plan](#), the [Bringing the Salmon Home Initiative](#), and on the AIP announcement. In September they had an AIP Info Session webinar.

The CBRAC terms of reference, membership and meeting summaries as well as presentations and reports discussed at these meetings are available on the [CBRAC webpage](#).

I encourage you to stay informed about CRT modernization by visiting the [CRT engagement website](#) and signing up for the [CRT e-letter](#). This site will continue to be the source of accurate, updated information as negotiations progress. You can learn more about the Committee at our [website](#).

Committee Members

RDKB - Linda Worley, LGC Chair, Rural Director and Warfield Mayor Frank Marino

RDEK - Stan Doehle, LGC Vice Chair and Rural Director; and Jane Walter, Regional Director

RDCK – Aimee Watson, Rural Director and RDCK Board Chair; and Aidan MacLaren-Caux, Nakusp Councilor

CSRD – David Brooks-Hill, Rural Director and Golden Mayor Ron Oszust

Village of Valemount – Donnie MacLean, Councilor

AKBLG – Keith Page, President and Nelson Councilor

Angela Lund

To: Tom Newell
Subject: RE: Fall Edition of MFA's Quarterly Member Newsletter

From: mfa@mfa.bc.ca <mfa@mfa.bc.ca> on behalf of Municipal Finance Authority of BC <mfa@mfa.bc.ca>
Sent: Thursday, November 21, 2024 10:16:48 AM
To: Tom Newell <TNewell@rdck.bc.ca>
Subject: Fall Edition of MFA's Quarterly Member Newsletter

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Fall 2024 | Issue 3

MFA's Quarterly Member Newsletter

MFA News

2025 Members of the Authority

The MFA is accepting Member appointments for the 2025 annual term. The notice of our 2025 Annual General Meeting and requirement of regional districts to appoint a Member or Members to the Municipal Finance Authority was recently sent to all Regional Districts.

Under the MFA Act, all regional districts have at least one director appointed, based on population, with Fraser Valley and Capital having two and Metro Vancouver having eleven for a total of 40 Members of the Authority. The regional district may also appoint one alternate Member for each Member, to act in the case of necessary absence from a meeting of the Authority.

Attendance of either the Member or alternate is expected at both the Annual General Meeting (April 23-24, 2025) and Semi-Annual Meeting (September 2025 in conjunction with UBCM) to ensure quorum. Members of the Board of Trustees will be asked to attend a minimum of 4 meetings throughout the year.

2025 Annual General Meeting - Victoria

Member representatives will attend the 2025 Financial Forum and Annual General Meeting on April 23-24, 2025 in Victoria. Event registration and accommodation details can be found [here](#).

MFA's Board of Trustees

MFA's Board of Trustees consists of 10 Member representatives, including one representative from the Capital, four from Metro Vancouver, and five from the remaining regional districts. Our current Board of Trustees can be found in the [Governance section of our website](#).

The Board of Trustees does not do the work of the Authority but ensures the work is carried out through delegation to the Chief Executive Officer. The MFA Act also refers to this position as the Secretary-Treasurer. The Chief Executive Officer is responsible for ensuring adequate staffing and expertise is in place to support the Authority's goals.

If you are interested in becoming a Trustee, we encourage you to put your name forward during the nomination period at the Annual General Meeting. Financial experience is not required. You will learn about local government finance, economics, and risk management directly from MFA staff, in-depth reports, and presentations from service providers. Please email any questions you may have to mfa@mfa.bc.ca.

Part of the Fabric of BC's Local Government

Why are our Members proud to be part of the MFA? We are a unique organization, independent of the Province, that has been instrumental in BC's growth and success. We were created by and for local governments to be your "in-house" financial institution, with a collective model specifically designed to contribute to the financial well-being of BC's communities.

Over the past 54 years, the MFA has enhanced its market-leading services while providing cost-effective capital financing and investment products for local governments throughout the Province. Since 1970, the MFA has issued more than \$26 billion dollars in bonds while taking advantage of a Triple-A credit rating, representing thousands of loans for BC's essential infrastructure – for water treatment plants, wastewater processing facilities, police stations, municipal halls, recreation centres, extended care facilities, and more. The MFA also offers other valuable treasury solutions including professionally managed pooled investment products and complimentary investment policy and portfolio holdings review services.

As of the end of 2023, MFA's staff team manages a balance sheet of over \$10 billion, an annual debt issuance of over \$1 billion, and over \$5.7 billion in pooled investment funds. For year to date (November 15, 2024), the MFA has completed the debt issuance program for 2024, raising

approximately \$1.3 billion for local governments in B.C. to finance long term capital projects, and currently has over \$6.5 billion in pooled investment funds under its management.

Education & Collaboration

Supporting professional development for Local Government Elected Officials and Staff is the third pillar of MFA's mission after the provision of long-and short-term lending and a suite of tailor-made investment products. MFA is a proud sponsor of the events listed below.

2025 UBCM Electoral Area Directors' Forum - Richmond

The Electoral Area Directors' Forum will be held February 6-7 in Richmond. [Register here.](#)

The Forum provides an opportunity to explore challenges common to electoral areas and identify potential solutions. The conference is open to electoral area directors and their alternates, regional district chairs, and regional district staff.

2025 LGLA Leadership Forum - Richmond

The 2025 Local Government Leadership Academy (LGLA) Forum will be held March 12-14 in Richmond. [Registration is now open.](#)

The annual LGLA Forum brings together senior staff and elected officials from local governments and First Nations to explore innovative ways to collaborate and drive positive transformation. The 2025 conference theme is *'Effective Engagement for Inclusive and Transparent Governance'* and will explore managing relationships with a new provincial government, communicating effectively, and engaging inclusively with various stakeholders.

UBCM 2024 in Review

Provincial Community-to-Community (C2C) Forum

MFA sponsored the the Provincial Community to Community (C2C) Forum's keynote address with the Honourable Jody Wilson-Raybould.

The Forum brought together First Nation and local government leaders and senior staff to foster collaboration and deepen understanding toward a more inclusive future for all communities across BC. Learn more about the C2C Forum [here.](#)



Community Energy Association - Climate & Energy Awards Winners

[Congratulations to the winners of the 2024 Climate & Energy Action Awards](#), which took place on September 16 in conjunction with the UBCM convention. The MFA is proud to be a Community Energy Association Member and supporter. Our Director of Sustainability, Allison Ashcroft, is also a member of the CEA Board.



UBCM Community Excellence Awards Winners

We congratulate the winners of the 2024 Community Excellence Awards! View details of the award winning projects [here](#).

MFA is a returning sponsor of these awards in the *Excellence in Asset Management* category. Pictured here is MFA's Vice-Chair, Al Richmond, Electoral Area Director for the Cariboo Regional District, recognizing the City of Kelowna and their winning project.



Trade Show & Keynote Address with George Stroumboulopoulos

Did you find the MFA team at our trade show booth? We enjoyed connecting with Members in person! Pictured here (left to right) are Nicole Gervais, Manager of Client Services, Betsy Yeung, Chief Services Officer, Peter Urbanc, CEO, and Lauren Kerr, Credit & Compliance Officer.

MFA has been a major event sponsor of UBCM's convention for over 25 years. We were pleased to sponsor this year's keynote speaker - we hope you were able to catch MFA Chair Malcolm Brodie's delegate address and enjoyed the conversation with George Stroumboulopoulos!





Image credit: UBCM

Please note: You are receiving this email because you are an Appointed Member Representative to the MFA Board for your regional district, an Appointed Alternate Member Representative, or a regional district Chief Administrative Officer. Should you not wish to receive this newsletter in future, please click “unsubscribe” below.

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Municipal Finance Authority of British Columbia, 217-3680 Uptown Blvd, Victoria, British Columbia, V8Z 0B9,
Canada, mfa.bc.ca

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Director's Report

Suzan Hewat – Village of Kaslo

Report Date: December 4, 2024

Columbia Basin Trust November Board Meetings

Nov 1 Finance and Audit Committee virtual meeting

Nov 22 Tour of the Creston Grain Elevators

- Board members who were able to, were given a tour of the Red Elevator by CBT staff and the project manager for the restoration of the red elevator. It was fascinating to see this significant piece of Creston's history.

Board Meeting followed by the Public Session

- Mayor Arnold De Boon gave a video presentation on the most recent project that the Town of Creston has undertaken. Area B Director Roger Tierney spoke about projects in his electoral area and his wishes for future projects.
- Members of the Creston Housing Society and Creston Chamber of Commerce spoke passionately about projects that their groups have undertaken. Board members, staff members and past RDCK Board member Larry Binks gathered for dinner to celebrate the contributions of Board Member Don McCormick who was attending his last board meeting.

Nov 23 Board meeting day 2

- A copy of the board highlights has been provided.

Federation Of Canadian Municipalities (FCM)

There were virtual meetings held during the week of November 18th to 22nd.

Nov 18 BC Caucus

At the request of Directors Watson and Vandenberghe, I raised issues at this meeting regarding communications challenges during power outages and with invasive species on agricultural land. I will try to do some follow up during the in person meetings in Ottawa.

Nov 19 Municipal Finance, Infrastructure and Transportation

Social Economic Development

For more information

info@rdck.bc.ca | 250.352.6665 | 1.800.268.7325 (BC) | or visit rdck.ca

Dec 2 to 6

In person Advocacy Days in Ottawa

- I will report on these at the January meeting.

Other Meetings

Nov 26

Imagine Kootenay Steering Committee

I attended this meeting as the Steering Committee member of the Kaslo & Area D Economic Development Commission.

These board highlights offer a general summary of discussion items and key decisions from the Board of Directors meeting held on **November 22-23, 2024**, in Creston, BC. Confidential topics, including business negotiations, personnel matters and legal issues, are not included.

- The Board approved the construction of a new Trust office in Nakusp, to be located on Trust-owned land at the corner of Broadway Street and Nelson Avenue. Staff are finalizing due diligence for awarding the construction contract, with an estimated timeline for completion in spring 2026.
- The Board approved two new initiatives under the Wildfire Resilience Support Program:
 - **Support for rural internet service providers** to assess and implement FireSmart measures, enhancing the protection of critical internet infrastructure that supports communication during local emergency response efforts.
 - **Support for mapping water resources** in remote communities. The resulting resource reports will be made available to local wildfire responders, providing an additional tool to assist with wildfire suppression and structure protection.
- The Board approved revisions to the Delivery of Benefits budget for the current fiscal year, including increased funding for existing programs and new initiatives to support activities aligned with the renewed [Columbia Basin Management Plan](#).
- The Board reviewed the draft consolidated budget for the 2025/26 fiscal year. The final budget, along with a detailed budget for 2025/26 Delivery of Benefits programs and initiatives, will be presented for approval at the January 2025 Board meeting.
- Here is the 2025 meeting schedule for the Trust Board of Directors:
 - January 24/25 Castlegar
 - April 4/5 Kimberley
 - May 23/24 Valemount
 - July 25/26 TBD
 - September 19/20 Radium (AGM)
 - November 28/29 Nelson
- Board meeting minutes are posted on the Trust website after approval at the subsequent meeting. View the minutes here: ourtrust.org/publications.



Director's Report

Aidan McLaren-Caux – Village of Nakusp

Report Date: December 12th, 2024

Reporting on activities from November 4th to December 4th, 2024

Director's Activities

Village Council

- November 7th, attended annual *Village Café* in Nakusp
 - Councillor Knooihuizen and I had several interesting engagements with members of the public over two hours. There was interesting feedback about Village programs and discussion about happenings around the community. The topics of concern were:
 - Landfill costs and the viability of trucking our waste to the Ootischenia landfill
 - Improving trails and winter access in and around the municipal campground
 - Better trail infrastructure and connectivity around the village
 - Radon testing
 - How we set our priorities and decide on budgets
 - The value of the new adventure playground
 - Feasibility of the airport expansion
 - How important more housing is to the community
 - Less restrictions on tiny homes
 - Gratitude for the Community Development Grants through RDCK and the positive impact they have had in the community
 - Suggestions to use the waterfront for more art, demonstrations, sales
 - Previously permitting costs were prohibitive
 - We should have regular coffee meetings for elected officials and public
 - Reduced fees at municipal facilities is appreciated
 - Concerns about people swimming around the boat launch, insufficient signage
 - Importance and challenges of communications to the public
 - Village website could have a slightly better user interface
 - Arena billboard could be better utilized.
- November 13th, attended regular Council Meeting
- November 25th, attended dinner with MLA Anderson, Minister of State for Local Governments and Rural Communities
- November 25th, attended Nakusp and Area K Joint Services Commission meeting

- November 25th, attended regular Council Meeting

Association of Kootenay & Boundary Local Governments (AKBLG)

- November 7th, attended online **board meeting**.
 - Advocacy
 - a) Update – Advocacy Committee Chair, Aidan McLaren-Caux
 - b) Post (Provincial) Election Debrief – engaging with MLA’s (Scott McInnis, Pete Davis, Steve Morrissette, Brittny Anderson, Donegal Wilson) – President Page
 - c) Advocacy trip – Victoria (President Page)
 - d) Response on feedback to Responsible Conduct Review Request – deadline December 1, 2024.
 - Education Session
 - Discussion (Education Select Committee & Executive Director)
 - 2025 Convention and AGM Planning
 - Update – Convention Committee Chair, Wesley Routley & Executive Director
 - Indigenous Inclusion (Membership in AKBLG)
 - Update and Discussion – for action
 - Website Development - Executive Director
 - President’s Report
 - Next meeting: Thursday, January 9th, 2025
- November 13th, attended online **Convention Committee** meeting.
 - Call for speakers update
 - Sponsorship
 - Keynote speaker discussion
 - Local committee update
 - Roundtable
 - Next meeting dates:
 - December 3 – speaker submission review
 - December 11 – regular committee meeting

Regional District of Central Kootenay (RDCK) as municipal director

- November 14th, attended in-person **Board Meeting** in Nelson
 - Agenda for the meeting can be found here:
<https://www.rdck.ca/EN/main/government/meetings-agendas-minutes.html>
 - See Board Highlights for general information
- November 21st, attended online regular check-in meeting with CAO Horn
- November 21st, attended online executive meeting
- November 28th, attended online Emergency Program Executive Committee meeting

- Emergency Management Program Annual Update and Work Plan Overview
 - Record year for FireSmart program
 - 527 Assessments
 - \$288,000 in rebates
 - Discussion around establishing an RDCK service to work on flood mitigation
 - Risk Tolerance Policy being developed
 - Upcoming Community Economic Resilience planning for Nakusp and area in partnership with Regional Innovation Chair at Selkirk College and Community Futures Central Kootenay
 - Preparing for forthcoming Emergency and Disaster Management Act regulations and how to incorporate into our emergency management framework

RDCK Appointments

- **Central Kootenay Food Policy Council (CKFPC)**
 - <https://ckfoodpolicy.ca/>
 - Grow & Connect Interior
 - This is one of the projects supported by both the CKFPC and the RIC at Selkirk that attempts to address the challenges of food supply distribution throughout our region
 - <https://foodsupplychain.ca/>
- **Columbia River Treaty Local Governments Committee (CRTLGC)**
 - <https://www.crtlgc.ca/>
 - *Reminder that committee topics are confidential, as they pertain to international treaty negotiations. The Province of BC and the Government of Canada periodically release statements regarding the progress of the discussions between Canada and the United States.*
 - November 25th, attended online meeting.
 - November 26th, attended online meeting.
- **Regional Innovation Chair in Regional Economic Development Regional Advisory Committee (RIC-RED-RAC)**
 - Link to **State of Rural Canada** report, the BC section of which was co-authored by Dr. Sarah Breen, RIC: https://sorc.crrf.ca/wp-content/uploads/2024/11/SORC_2024_V8.pdf
- **Economic Trust of the Southern Interior (ETSI-BC) – Regional Advisory Committee (RAC)**



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Chapter: 100 – BOARD & GOVERNANCE

Section: 100-01 Board

Subject: APPOINTMENTS TO EXTERNAL ORGANIZATIONS

Board Resolution: 651/22

Established Date: November 17, 2022

Revised

Date:

POLICY:

PURPOSE:

Many external organizations request that the RDCK appoint or recommend members to their respective governing or advisory bodies. The Board recognizes that participation in these external organizations is an essential governance function and aligned with RDCK interests. Through this policy, the transparency and accountability objectives of the Board are strengthened by defining the expectations and requirements of Appointees serving on behalf of the Board.

The objectives of this policy are to:

- Define the roles and responsibilities of appointees;
- Provide additional guidance on the overall process of appointments to external organizations;
- Establish a code of conduct for members of the public serving as appointees.

SCOPE:

This policy applies to any person appointed by the Board to an external organization. The “Roles and Responsibilities of Appointees” section of this policy also applies to Directors participating in conferences, training, workshops, and any other professional development activities.

DEFINITIONS:

Appointee: A person appointed via Board resolution to an external organization to provide representation on behalf of the RDCK. Appointees may be Directors or members of the public (“Public Appointee”).

Board: The Regional District of Central Kootenay Board of Directors.

External Organization: Any entity that may be described as a(n) agency, association, board, committee, coalition, council, initiative, panel, subcommittee, task force, working group or any other similar body requesting Appointees, yet is outside the sole jurisdiction of the RDCK.

Public Appointee: Any Appointee who is not a member of the RDCK Board, typically a member of the local community. Unless otherwise indicated, “Appointee” shall also refer to a Public Appointee.



POLICY:

The Appointment Process

- Appointees should be, where possible, appointed at the December Board meeting for appointments for the following calendar year.
- Prior to making appointments each year staff shall review the list of External Organizations for continued relevance and report to the Board when an RDCK appointment should not be made due to an External Organization being non –operational, or for any other reason.
- Before an appointment to an External Organization is resolved, the Board should receive and give due consideration to one or more of the following foundational documents from that organization, including but not limited to: Terms of Reference, Bylaws, Charter, or Constitution.
- The term of each appointment shall be specified in all resolutions.
- In the event that the number of Directors seeking the same appointment(s) for an External Organization exceeds the number of eligible vacant appointments, an election shall be held to determine the Appointee. The election procedure shall be in accordance with the RDCK Procedure Bylaw.
- If the External Organization requires an Appointee be confirmed via procedures in addition to Board appointment, such as an election, the Appointee shall inform the Board of the outcome of those proceedings as soon as possible.
- In the event of a vacancy for an appointment occupied by a Public Appointee, the RDCK shall place advertisements in publications which serve the applicable local area to notify the public. Staff will consult with the applicable Director(s) on the applicants and prepare a report for the Board.

Roles and Responsibilities of Appointees

Appointees shall:

- Attend scheduled meetings of the External Organization and generally fulfill the duties normally assigned to that appointment;
- Represent the RDCK in a manner that is not inconsistent with bylaws, plans, and/or policies previously approved by the Board;
- Regularly report back to the Board on the activities of the External Organization and their impact on RDCK governance, initiatives, and services to the extent permitted by that organization;
- Only engage in any activities related to the appointment if they provide a demonstrable benefit to RDCK residents;
- Adhere to the Code of Conduct Policy for Directors or the Code of Conduct for Public Appointees (Appendix A) as may be applicable;
- Adhere to standards for conduct developed by the External Organization to which they have been appointed. In the event of a discrepancy between the codes of conduct specified in this



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policy and that of the External Organization, the standards of the External Organization shall take precedence.

Where possible, Public Appointees should regularly debrief with the local Director(s) considered most relevant to the work of the External Organization on which the Public Appointee serves. This allows the Director(s) to be informed of the activities of the External Organization as they pertain to the RDCK.

Guidelines for Reporting

- For each External Organization on which an Appointee serves, that Appointee must provide a report to the Board on their activities as an Appointee a minimum of once per calendar year.
- Appointees may use their discretion in determining the content and timing of their reports, but should be focused on the major milestones, initiatives or otherwise noteworthy activities of the External Organization that would reasonably be considered to be of the most interest or impact to the RDCK Board or RDCK residents.
- Reports must be written. Appointees should use a written report template developed by RDCK staff.
- In the event that an External Organization has more than one Appointee, those Appointees should coordinate amongst themselves to avoid redundancy, keep workloads manageable, and ensure accurate, relevant reporting.



RELATED LEGISLATION:

Regional District of Central Kootenay Code of Conduct Policy
Regional District of Central Kootenay Procedure Bylaw

Appendix A – Code of Conduct for Public Appointees

Non-elected members of the public appointed to an External Organization (“Public Appointees”) shall:

1. Work for the common good of the residents of the RDCK, and not for any private or personal interest.
2. Prepare themselves accordingly for all meetings and activities of the External Organization while ensuring that they are informed of relevant issues.
3. Be respectful, professional, and courteous in all interactions.
4. Accurately and adequately communicate the attitudes, positions, and decisions of the Board.
5. Where possible, regularly communicate with the Director(s) considered most relevant to the appointment as to the activities of the External Organization and their impact on RDCK governance, initiatives, and services.

CONCURRENCE

Name (please print)

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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“Minds Grow Here”

Policy Manual

December 2018

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1.0 PHILOSOPHY AND PURPOSE

1.1 Mission Statement

Your place in the community to explore, create and share information and ideas.

1.2 Objectives

- a. To serve the communities of Castlegar and Areas I and J of the Regional District of Central Kootenay as a centre of information that is current and reliable.
- b. To support educational, civic, and cultural activities of groups and organizations.
- c. To provide the opportunity and materials for citizens to continue lifelong learning.
- d. To secure information beyond its resources by borrowing for reader's materials not available in this Library.
- e. To provide an opportunity for recreation through the use of literature, videos, music and other resources.
- f. To identify community and individual needs and to endeavor to meet such needs with the co-operation and assistance of other organizations.
- g. To provide equitable access to digital information resources through up-to-date technology.
- h. To provide Library services during hours that best meet the needs of the community.

2.0 POLICY AND PLANNING

2.1 Policy Management

Policy is a document that embodies the Castlegar & District Public Library's Mission Statement, Objectives and Strategic Plan to guide the discretionary action of trustees, staff and committees in the execution of their duties.

The approval of policy is the responsibility of the Board. In policy resides the power and authority of the Board. It is the only body that can legally establish and approve policy on behalf of the Library.

The Board will initiate policy development and evaluation annually.

Policy writing may be undertaken by the Board (or one of its committees) or be delegated by the Board to the Library Director.

Policies will be approved by the Policy Committee and presented to the Board for approval prior to adoption.

The Board is responsible for developing its own policy regarding governance issues.

2.2 Strategic Planning Process

The Library will continually participate in the strategic planning process as a means by which Castlegar & District Public Library's vision, mission and goals might be achieved.

The process enables the Library to develop a regular work plan that determines the most appropriate levels of services to be provided by the Castlegar & District Public Library in order to meet community needs effectively and efficiently.

Such plans are used as a basis for developing budget requirements and are continuously modified to meet changing needs and funding patterns so as to make the optimum allocation of limited resources appropriate to achieving Library goals, objectives and strategies.

3.0 GOVERNANCE

3.1 Mandate of the Library Board

The Castlegar & District Public Library is a Public Library Association with its Board mandated to operate in accordance with the [Library Act of British Columbia](#).

3.2 Library Board Composition

The Castlegar & District Public Library Association shall elect the Library Board at the Annual General Meeting. The Board shall consist of not less than five elected members and not more than nine. To be eligible to serve on the Board, a person must have been a member of the Library Association for at least thirty days and be at least nineteen years of age.

There may be representatives from the City of Castlegar and from each of Regional Districts I, J and H. These representatives will be voting members of the Board.

A person shall not serve on the Board for more than eight consecutive years.

Elections to the Library Board shall be held at each Annual General Meeting.

A vacancy arising during the term of office of a member is to be filled for the remainder of the term by an appointment made by the Board at the first meeting after the vacancy arises or at the most convenient time soon after.

3.3 Public Communication

Reports, petitions and other submissions by the public to the Library Board must be submitted to the Library Directors' office in writing not less than seven days prior to the regular monthly meeting of the Board.

Persons wishing to appear before the Library Board must make written application to the Library Director's office indicating the substance of their enquiry or brief not less than seven days prior to the regular monthly meeting of the Board.

4.0 MEMBERSHIP

4.1 General

The Library will serve all residents and/or property owners of the City of Castlegar and Regional Districts I and J. Through a service agreement with the Nelson Public Library, residents of Area H south are also eligible for memberships.

Cards are issued to children (persons under the age of twelve) for use in all areas of the Library on receipt of the signature of the parent or guardian accepting responsibility for the choice of books and materials, as well as for the loss, fines or damage to items borrowed on the card.

Where special demands by groups or individuals become excessive, such services may be limited wherever the staff's ability to serve the general public is compromised.

Resident membership cards must be renewed every three years.

Proper identification, proof of residence, and an alternative contact are required for all memberships.

4.2 Castlegar & District Residents

All Castlegar & District residents can get a Library membership free of charge. Persons are required to supply satisfactory proof of residence.

4.3 Non-Residents

Non-Residents are those who reside **outside** of the areas that support the Castlegar & District Public Library. The areas supported by the Library are:

- City of Castlegar
- Regional District Area I
- Regional District Area J
- Regional District Area H (south)

Persons residing outside the City of Castlegar, Regional District Area I, Regional District Area J, or Regional District Area H south, but own property or businesses within this service area, may join the Library free of charge as long as they produce evidence of eligibility.

Residents of Genelle, short-term temporary residents, and non-resident students may purchase a Library membership for a fee based on the fee schedule below in Section 6.4.

Non-residents who are Library cardholders in another British Columbia community are eligible for borrowing privileges under the B.C. OneCard system when they show a card from their home Library.

Non-resident, short-term temporary, and BC OneCard members will be subject to the same identification requirements and overdue fees as regular members, though time for mailing items back to the Library will be taken into consideration.

Interlibrary loans and electronic resources will only be available to Castlegar & District Public Library Cardholders.

4.4 Reciprocal Borrowing

Members of the Castlegar & District Public Library may borrow items from other participating Sitka Libraries through BC Interlibrary Connect. Restrictions on some items do apply.

4.5 Borrowing Materials

4.5.1 Limits

In order to ensure that all readers have equal access to all circulating materials, it may be necessary to limit the number of items that may be borrowed on a reader's personal card.

4.5.2 Children's Access

The free use of the Library is a right of every Library member. To meet the informational needs of children today, all Library materials in the adult area must be available regardless of the child's

age or grade. The responsibility for the type of materials, as well as for the materials themselves, must be taken by the parent.

4.6 Cancellation of Borrowing Privileges

The Castlegar & District Public Library card is the property of the Castlegar & District Public Library and must be returned on request.

Borrowing privileges may be cancelled or suspended if:

- a. A patron exceeds the maximum allowable fine limit of \$10, has long overdue items, has lost unpaid for items, or at Library Director's discretion.
- b. There is a violation of the workplace safety and security section of this policy.

5.0 LIBRARY SERVICES

5.1 General

- a. The Library strives to select and organize those books and materials which best meet the needs of the community and will adapt as community needs change.
- b. The Library supports programs that will increase children's use and enjoyment of the Library.
- c. The Library supports programs that will increase teen use of the Library. We will continue to seek innovative means to increase teen use.
- d. The Library staff provides guidance and assistance for people obtaining the information they seek from print, audio-visual, digital, or on-line resources.
- e. The Library endeavors to provide information and material to help people equip themselves for useful occupations and affairs, increase their competence to form sound judgments, increase their understanding and appreciation of their cultural heritage, and promote social and personal well-being.
- f. The Library will provide programs, exhibits, book lists, etc. to stimulate the use of Library materials for people of all ages.
- g. The Library cooperates with other community agencies and organizations to assist in meeting the educational and recreational needs of the community.

- h. The Library accepts the responsibility for securing information beyond its own resources by borrowing for reader's materials which are not owned by the Library.
- i. The Library endeavors to maintain a balance in its services to adults, teens and children. The Library co-operates with, but cannot perform the functions of, schools or other institutional libraries which are designed for specific needs. The Library conducts classroom visits and gives Library instruction at the Library or in the classrooms in order to promote the full use of the Library.
- j. The Library endeavors to provide services during the hours which best meet the needs of the community within the funding allocated by the City of Castlegar and Regional District of Central Kootenay.

5.2 Reserve Policy

Items in the collection may be reserved by Library patrons at their request. These items may be held for the member or made available on their return from loan.

Holds may be limited to 20 per person.

Patrons will be notified by phone or email. If material is not picked up within 7 days of notification, it will be returned to general circulation.

5.3 Library Programs

The Library offers programs that inform and entertain all age groups within the community and is committed to adapt as needs and interests change.

5.3.1 Adult Programming

Programming for adults must relate directly to the purpose of the Library by serving Library goals and objectives.

In order to avoid duplication or competition with other community organizations, the Library will communicate and cooperate with them.

The Library may present programs at any place in the community where the facilities and location will increase the efficiency and effectiveness of the presentation.

5.3.2 Children's Programming

The Castlegar & District Public Library welcomes children to enjoy the many resources and programs available in the Library. To ensure that children's Library visits are safe and pleasant experiences, the Library requires that children be accompanied by a responsible parent or guardian, particularly in the case of preschool-age children. Children who are able to use the Library on their own without disruption to others are free to do so without adult supervision.

Carefully planned children's programs will promote literacy, Library use, art, technology, or other timely topics of interest.

To ensure that programming for children at Castlegar & District Public Library relates to the purpose of the Library and, more specifically, to children's needs, children's programs should follow the considerations below.

- a. Class visits to the Library and occasional librarian visits to schools may be scheduled as a means of encouraging Library use.
- b. Special programs such as book talks, film shows, author visits, puppet shows, story times and summer reading programs will be planned to coincide with special events to motivate children to read.
- c. Readings by authors may be scheduled during school hours to ensure that students and teachers may take advantage of the program.
- d. Programs may be cancelled when the registration and/or attendance is insufficient.
- e. Programs directly related to reading will be planned for the summer months and promoted in local schools.
- f. Displays of books will be part of all programs where appropriate.

5.3.3 Teen Programming

To ensure that programming for teens at Castlegar & District Public Library relates to the purpose of the Library and, more specifically, to teen needs, teen programs should follow the considerations below.

- a. Class visits to the Library and occasional librarian visits to schools may be scheduled as an effective means of encouraging Library use.
- b. Readings by authors may be scheduled during school hours to ensure that students and teachers may take advantage of the program.

5.4 Honoraria and Expenses

There are occasions when it may be desirable to recompense persons providing programs at the Library. In such cases these guidelines are to be followed:

- a. Honoraria may be paid to speakers or program providers at the discretion of the Library Director.
- b. Expenses (including travel) will be reimbursed at the current [BC Government Rates for Employee Group I](#), and related expenses may also be paid at the discretion of the Library Director.
- c. Fees and honoraria for speakers may at times be determined by the conditions of a grant to support such programs. Such grant conditions supersede the above policy.

5.5 Library Computer Use and Services

5.5.1 Computer Use

- a. Computer users are not required to be members of the Library.
- b. Computer users are not required to register for a computer.
- c. Computer users must accept the Library's Internet Policy on the workstation before accessing the Internet.
- d. Computers are available during the hours that the Library is open to the public.
- e. Computer users may be limited to a maximum of one hour per day during periods of high demand.
- f. Reservations for a station may be made up to one day in advance, under special circumstances.

5.5.2 Digitization station

- a. Users are required to be a member of the Library to use the Digitization Station. Those who are not eligible for a Castlegar Library card (see 4.0 Membership) can checkout a station as a guest user.
- b. Stations check out for 2 hours and can be renewed based on availability.

- c. Stations may be reserved in advance by phone or in person. If the user is more than 15 minutes late, and fails to alert the Library, they will forfeit their reservation.
- d. The Digitization Station is for scanner and/or Adobe Creative Suite use only not general computer or internet use. Staff reserve the right to ask patrons to move to the public access computers if the stations are not being used for the intended purpose.
- e. This is a self-serve station. Staff are able to assist with basic operations however, users will be responsible for learning how to use the software on their own with the assistance of help files, how to videos via library subscriptions, or print manuals.

5.5.3 Cancellation of Computer Privileges

Computer user privileges may be cancelled or suspended for due cause, such as:

- Destruction of Library property
- Disturbance of other patrons and/or objectionable conduct on Library premises
- Inappropriate and/or abusive treatment of staff

5.5.4 Internet Use

The Castlegar & District Public Library is committed to offering free access to the internet through public access workstations and a Wi-Fi network.

1. Disclaimer of Responsibility

The Castlegar & District Public Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. The internet may contain inaccurate material or material of a controversial nature. The Castlegar & District Public Library cannot censor access to material nor protect users from inaccurate or offensive information. Parents of children under the age of 16 must assume responsibility for their children's use of the internet.

2. Misuse

Anyone misusing or damaging the computer, reprogramming the Library's computers, tampering with the equipment or software or using the internet for illegal or unethical purposes will have their internet access privileges suspended, may be prosecuted, and will be financially liable for any damage.

Internet access computers are located in public areas which must be shared by Library users of all ages, backgrounds, and sensibilities. Individuals should be aware of others when accessing potentially offensive information and images. Viewing sexually explicit material on Library workstations and the Wi-Fi network is prohibited. The Library reserves the right to ask individuals to discontinue the display of information and images that cause a disruption.

3. Security

Although the Library uses a virus checker on our public access workstations, this may not completely protect against the chance of getting a virus. The Castlegar & District Public Library is not responsible for damage done to a patron's USB drive, computer, or device, nor is it responsible for any loss of data, or liability that may occur from patron use of the Library's computers. It is the patron's responsibility to both protect their private information while using the internet and to log out of computers completely after use.

4. Software

Patrons may not use their own software programs on the Library computers. This will help prevent computer viruses that are common on public computers.

The Castlegar & District Public Library will not allow downloading of programs or file transfer protocol (FTP) privileges for the public.

5. Staff Help

Staff can assist in initially signing on to the internet and will instruct on internet use as time permits. Due to scheduling, trained staff will not always be available to help.

5.5.5 Printing, Faxing, Scanning and Photocopying

The Library offers the following services:

- a. Printing from public stations and remotely from home
- b. Sending faxes (The Library does not receive faxes for the public)
- c. Scanning
- d. Photocopying

Fees associated with these services are found in Section 6.0 below.

5.6 Library Meeting Rooms

The Library meeting rooms are intended as (in priority order):

1. A venue for Library programs and activities
2. A space for other recreational, cultural and educational programs
3. A meeting space for non-profits, government, businesses and other organizations

The large meeting room is available for rental on a first-come, first-served basis, with Library programs taking priority. There are no restrictions on who may rent the meeting room as long as activities do not contradict any Library policies or local, provincial or federal laws and bylaws.

Fees are per the fee schedule in Section 6.0 below.

The small meeting room is available for community groups to reserve for no charge. However, it is not a private space and must remain open to Library patrons at all times. Groups requiring privacy should rent the large room.

Groups or individuals renting the meeting room shall complete a Meeting Room/Equipment Rental Agreement form prior to the rental and agree to its Terms and Conditions.

6.0 Library User Fees

The Library Board may charge fees for services not required to be provided free of charge under the [Library Act](#).

The fee schedule shall be reviewed regularly by the Board and adjusted as necessary. All fee structures shall be made readily available to Library patrons.

6.1 Printing and Photocopying

6.1.1 Printing and Photocopying

- .10/page (black & white)
- .25 page (colour)

The photocopier is a busy shared resource used for library operations, public printing, photocopying, scanning and faxing. To ensure timely uninterrupted service for all users, the Library will limit individuals to 100 pages per day.

Users shall not print on stationary other than paper supplied by the Library. Services are available within the community for specialty printing and jobs exceeding 100 pages.

The Library encourages its members to conform to the provisions of the Canadian Copyright Act and the Public Library Copying Licence Agreement with Access Copyright (The Canadian Copyright Licensing Agency). Copyright guidelines are posted by the library photocopier.

6.1.2 *Printing Remotely*

The Library offers remote black and white printing from any device or computer by emailing the item you want to print as an attachment to cdpl@printspots.com. Bring your release code to the checkout desk in the Library and we will release your print job.

Please note: print jobs expire after 72 hours.

The fees are the same as printing from a Library computer.

6.2 Scanning

The Library offers scanning to email free of charge.

6.3 Fines

Adult/Youth Materials: .20/day

Children's Materials: .05/day

All late charges to a maximum of \$5.00 per item.

6.4 Membership Fees for Non-Residents

Genelle Resident Memberships - \$75 year per household or \$6.25 per month

Non-Resident Student Memberships - \$10 for the school year. It is for students in kindergarten through high school and post-secondary. High school and post-secondary students must present a valid student ID card.

Temporary (Short-term Resident) Memberships - \$25 (non-refundable) for three months.

6.5 Meeting Rooms

Large Room - 70 Person Capacity

Business, Government and Individuals

1-4 hours: \$60 Regular bookings: \$30

4+hours: \$80 Regular bookings: \$40

Non-Profit Groups

1-4 hours: \$30 Regular bookings: \$10

4+ hours: \$45 Regular bookings: \$20

Small Room – 28 Person Capacity

Free - However, it is not a private space and must remain open to Library patrons at all times. Groups requiring privacy should rent the large room.

Key - A key deposit of \$100 is required if the Library will be closed during the rental.

6.6 Equipment

Digital Projector/screen: \$25 (\$100 refundable deposit if used off-site).

Screen only: \$10

7.0 LIBRARY COLLECTIONS

7.1 Intellectual Freedom

The Castlegar & District Public Library Board endorses and upholds the [Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries](#) and the [British Columbia Library Association Statement on Intellectual Freedom](#). It does not interpret its function nor that of its administrators to be the supervisor of public morals, nor does it act “in loco parentis” because it is the prerogative of parents to develop, interpret and enforce their own code of acceptable conduct upon their own household.

7.2 Collection Development - General

7.2.1 Material Selection Criteria

- a. The Castlegar & District Public Library provides a wide range of Library materials as efficiently and as economically as possible. The Library endeavors to develop collections and resources that meet the cultural, informational, recreational and educational needs of Castlegar & District’s diverse community. These collections can also include materials besides books. The Castlegar & District Public Library will be responsive to the needs of its users as they change over time.
- b. The Castlegar & District Public Library matches its collections to the needs and interests of the community. The Library has a responsibility to foster interest as well as to sustain it. While demand is an important criterion in most selection decisions, other equally

important criteria are existing Library holdings, relevance to the community, accuracy, readability, and the quality of presentation.

- c. The Castlegar & District Public Library staff shall select materials from reviews and bibliographies, from patrons' requests, and through personal knowledge and inspections.
- d. The Castlegar & District Public Library provides materials to support informal education. The Library does not provide multiple copies of individual books required for student assignments at formal educational institutions. Textbooks and scholarly materials are purchased only when they are the best or only source of information on the subject.
- e. The Castlegar & District Public Library collection should be sufficient in supply to render the Library a dependable source of information for most people outside formal educational institutions.
- f. The Castlegar & District Public Library, recognizing that materials which may be unpopular or offend one person may be acceptable or of merit to another, will provide, as far as possible, materials on all sides of controversial issues, including representations of unpopular or unorthodox positions, without censorship or bias, providing the materials give evidence of a sincere desire to be informative.
- g. The Castlegar & District Public Library may not include books, which present material in a sensational manner and are prejudicial in their treatment of any race, creed, sex, nationality or social group.
- h. The Castlegar & District Public Library recognizes its obligations to satisfy the reading needs of a large group of people with varied backgrounds, reading levels, tastes and interests. Bestsellers which do not meet all of the selection criteria may be purchased for the collection.

7.2.2 *Suggestions from the Public*

Suggestions from patrons for the purchase of a new title that the patron thinks would be useful for the collection will be evaluated and the purchase made if the title meets the Library's selection criteria listed above.

Suggestions from patrons for removal of specific titles will be recorded on a special form provided and the titles in question re-evaluated. If the criticism is felt to be valid, the title may be removed from the collection; otherwise it will remain. In either case, a letter will be sent to the complainant with an explanation of the Library's decision.

7.2.3 *Discards*

In order to keep the collection useful, the discarding of Library materials is as important as the initial selection. Materials which are no longer useful in the light of the objectives of the Castlegar & District Public Library will be systematically weeded from the collection according to accepted professional practices.

Books discarded from the Castlegar & District Public Library may be sold through the book sales organized by the Board and/or Friends of the Library.

7.2.4 Replacements

Materials may be rebound or replacement copies acquired. All books to be replaced will be given careful consideration as to their value to the collection as a whole. Replacements will be checked against lists of standard books for later and/or better editions as well as for new titles on the same subject. All last copies to be discarded will be carefully checked before removing them from the collection.

7.2.5 Last Copies

All last copies to be discarded will be carefully checked before removing them from the collection. Last copies of important titles shall be retained.

7.2.6 Canadian, British Columbia and Castlegar & District Specific Materials

The Castlegar & District Public Library recognizes a special obligation to purchase and preserve materials which convey detailed information about Canada, the Province of British Columbia, the communities of Castlegar & District and its residents.

7.2.7 Periodicals & Newspapers

The periodical and newspaper titles for the Castlegar & District Public Library follows the basic tenets of the Material Selection Criteria (Section 7.2.1) above. The magazine and newspaper collections will match the needs and interests of the community with care being taken to provide as wide a subject range of magazine and newspaper titles as possible. Back issues with enduring value will be retained, as space permits.

Online issues of periodicals are considered an important part of the collection.

7.2.8 Electronic Materials & Lendable Technology

Electronic resources and lendable technology is considered a valuable part of the Library collection. The Library undertakes to remain current with the technological advances in these resources as funding allows; therefore, collections of electronic materials will be maintained at

the Castlegar & District Public Library. Electronic materials will be purchased using the same principles and criteria applicable to books. These materials could include, but are not limited to DVDs, online databases, online learning resources, electronic devices, etc...

DVD's will be acquired based on the following criteria:

- a. Based on a previously written book, story, play or poem
- b. Considered a classic
- c. Canadian content and not readily available
- d. Instructional or provide information
- e. High quality new releases

DVD's rated 'R' will be shelved in the adult video section and will be clearly labeled as restricted to adult use only.

The Castlegar & District Public Library offers hands-on experience in accessing new technologies. Patrons who borrow electronic devices are responsible for lost or damaged material and must sign a Borrowing Agreement upon checkout. Adult cardholders in good standing (see 4.6 Cancellation of Borrowing Privileges) may borrow two devices for a maximum of six weeks.

7.3 Collection Development – Children's

The Castlegar & District Public Library Board recognizes the role that books play in the development of children as individuals. Effective books foster growth in knowledge and understanding by introducing children to concepts, ideas, and information for which they may not yet recognize a need.

7.3.1 Selection Criteria

Materials will consist of titles selected from reviews in reputable journals and standard lists of recommended children's literature in balanced collections. In addition to books written especially for children, other books which have proved to be of enduring interest to children will be included in the collection.

7.3.2 Factors Influencing Book Selection

- a. Age level for which the material is intended
- b. Literary quality, including originality of plot, character development and style
- c. Design, including effectiveness of illustrations and format and overall physical quality
- d. Accurate, up-to-date and objective presentation of material
- e. Relationship of book to the total children's collection
- f. Canadian content/authors

7.4 Collection Development - Special Areas

7.4.1 *Cooperation with Schools*

The school curriculum will be kept in mind when selecting informational books with the same standards being applied as are applied to other titles in the collection. Emphasis will be placed on selecting accurate but readable books rather than factual textbook type of materials. The Library does not supply textbooks for school courses.

7.4.2 *Books in Languages other than English*

Books in languages other than English may be provided in response to identified needs.

7.4.3 *Books in Series*

Evaluation will be on an individual series basis. Representative titles of series exhibiting originality of approach or having an enduring appeal for children will be included in the collection.

7.4.4 *Books for Young Adults*

Young adult materials are selected according to the Material Selection Criteria (Section 7.2.1). Some titles specifically for early teens may be placed in both the young adult and juvenile collections.

8.0 WORKPLACE SAFETY AND SECURITY

8.1 Guiding Statement

The Castlegar & District Public Library Board is committed to providing a safe and secure environment for workers, volunteers, and the public. It recognizes that the Board, librarian(s), Library employees and volunteers share the responsibility to ensure a safe and healthy workplace.

8.2 Expectations of Behaviour

8.2.1 *Harmful Behaviour*

In the event of a patron exhibiting harmful behaviour, or potentially harmful behaviour, the following steps shall be taken:

- a. **Remove from premises** - If members of the staff feel that anyone in the Library is in danger of physical harm, or if they have asked a patron to leave and that person refuses, the staff will call the police immediately.
- b. **Report the incident** - An incident report is to be filled out and submitted to the Library Director for review.
- c. **Appeal** - An evicted patron may appeal to the Library Director for re-admittance to the Library. If the appeal is denied, the patron may then appeal in writing to the Library Board for re-admittance.

8.2.2 Disruptive Behavior

Persons who disturb other Library users, damage Library property, or conduct themselves in a disorderly or offensive manner may be asked to leave the Library premises and may be subject to the penalties prescribed by law.

Examples of disorderly, disruptive, or offensive behaviour inside the Library are:

- a. Leaving young children unattended
- b. Vandalizing/stealing Library property, facilities or equipment
- c. Eating and drinking outside of designated areas
- d. Harassing other Library users or staff– physical, sexual or verbal
- e. Being intoxicated from alcohol or drugs
- f. Loitering, including refusal to leave at closing
- g. Using obscene language
- h. Smoking (tobacco or marijuana) and vaping
- i. Soliciting for any purpose
- j. Preventing other patrons from enjoyment of the Library
- k. Bringing pets (except designated service animals)
- l. Having loud, prolonged cell phone conversations

8.2.3 Loss Prevention

Reasonable security measures will be taken to protect the Library against loss of property. If a theft is suspected or observed, the Library Director will take appropriate action.

8.2.4 COVID-19

COVID-19 has necessarily changed the way we think about the health and safety of staff and those that visit the library. Anyone who is sick, or under an order to self-isolate, or quarantine, must not enter the library. Signage at the entrance of the Library outlines symptoms of COVID-19, and directs individuals to the appropriate resources for assessment.

Patrons visiting the Library must observe the following protocols:

- Sanitize hands upon entry.
- Maintain a physical distance of at least 2 meters from others.
- Observe directional signage to facilitate physical distancing.
- Cover coughs and sneezes with a tissue or elbow.
- Limit time and activities inside the Library based on the most current Board approved phased plan.
- Interact with staff members through plexiglass barriers when possible and if directed.

Persons who fail to comply with these protocols may be asked to leave the Library to ensure the safety of those on the premises.

The library is following the advice of the BC Provincial Health Officer and WorkSafe BC to protect staff and the public. Verbal abuse stemming from COVID-19 policy is considered Disruptive Behaviour and patrons will be subject to the procedures outlined in section 8.3.1 Harassment of a Staff Member or Volunteer by a Library Patron.

8.3 Workplace Bullying and Harassment

The Castlegar Public Library is committed to providing a working environment in which all staff and volunteers are treated with respect and dignity. The Library also recognizes its responsibility to support and assist staff and volunteers who may have been subjected to workplace harassment. This policy is to ensure a positive and healthy work environment and to insulate the Library from liability. This policy covers all employees, volunteers, summer students and members of the board.

Workplace harassment includes, but is not limited to, any form of discrimination based on gender (including sexual harassment), race, colour, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, age or sexual orientation. Any conduct in the workplace which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group of persons will not be tolerated.

A Library employee or volunteer who believes that they have been subjected to workplace harassment is encouraged to report the alleged incident to the Librarian or to a member of the Personnel Committee. There are no time limits for reporting a complaint. To protect the interests of the complainant, the alleged harasser, and persons who may report incidents of workplace harassment, confidentiality will be maintained throughout the investigative process. Information relating to the complaint will only be disclosed to the extent necessary to resolve the situation.

In the case of an unsubstantiated complaint, all records of the complaint shall be shredded. Where the complaint has been found valid, the harasser's personnel file shall contain only the details of disciplinary action taken. A separate, confidential file shall be kept for a period of two years unless new circumstances dictate that the file should be kept for a longer period of time. This file should contain all details of the allegations, evidence, and disposition of the matter, and must not be made available to the harasser.

All incidents of harassment should be brought to the attention of the Board Chairperson.

8.3.1 Harassment of a Staff Member or Volunteer by a Library Patron

Follow the procedure below in the case of harassment:

- a. Have the Librarian inform the patron that harassment will result in suspension of privileges and ask the patron to leave the Library at that time.
- b. Have the claimant complete an Incident Report in as much detail as possible.
- c. Ask any witnesses to the alleged harassment to provide supporting comments.
- d. Have the Librarian submit the report(s) to the Board Personnel committee for review. The committee may interview the individuals involved, including the patron if they are willing.
- e. Notify the patron of the results of the investigation. If an incident has been found to occur, the Library patron will be notified by letter, signed by the Chairperson of the Board, that they have been suspended for a period of time and the reason for the suspension. If a second incident of harassment by the same patron occurs, they will be suspended indefinitely. A letter signed by the Chairperson of the Board will be sent to the patron to inform them of this suspension. They will be informed at this time that application for reinstatement must be made to the Board in writing. A user may not necessarily be reinstated.

8.4 Confidentiality

All records, formal or informal, in the Castlegar & District Public Library relating to patron registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.

The Library will not give out personal information except where required by law, and only then upon receipt of legal documents requesting that information. This applies to information on employees, trustees, volunteers and patrons.

Names, addresses and telephone numbers of Castlegar & District Public Library patrons and volunteers shall be considered to be confidential, and for Library use only. They shall not be made available either free or by sale to any other agency or to the general public.

8.5 Scent-Free Environment

Castlegar & District Public Library is committed to providing a healthy and safe environment for all employees and visitors and recognizes the health concerns faced by individuals who experience sensitivity to various fragrances.

Fragrances come from any product which produces a scent strong enough to be perceived by others including but not limited to colognes, perfumes, after shave products, lotions, powders, deodorants, hair sprays, other hair products and other personal products.

The Library is committed to using low-scent or non-scent cleaning and building products within our facilities. Employees, volunteers and visitors to the Library are encouraged to discontinue use of scented products when on the Library premises.

Employees, volunteers and visitors who violate this policy may be asked to leave the Library.

9.0 DONATIONS, SPONSORSHIP, FUNDRAISING

9.1 Guiding Statement

The Board of Trustees for the Castlegar & District Public Library appreciates support for Library programs and services through community donations, sponsorship and fund development. Monetary gifts and donations may be accepted by the Castlegar & District Public Library Board at the discretion of the Director. All Library materials and furnishings donations shall comply with the Library's donation policy.

9.2 Monetary Donations and Bequests

Tax receipts will be issued for cash gifts of \$20.00 or greater. Consideration shall be given as to the donor's preference for the use of monetary gifts. All Library materials, equipment and furnishings bought with donated monies may bear appropriate donor markings.

9.3 Material Donations

9.3.1 Book Donations

The Library will accept the following materials in good clean condition:

- Fiction
- Current non-fiction
- DVDs and music CDs

The Library cannot accept:

- Magazines
- Encyclopaedias
- Tax material
- Textbooks
- Outdated travel books

The Library may decline donations that do not fit the above criteria, or as per the discretion of the Library Director. Due to space constraints, the Library reserves the right to limit the number of donations and may at any time halt the acceptance of donations.

Official tax receipts will not be issued for donated books regardless of condition. Donated books become the property of the Library and may be either added to our collection or donated to the Friends of the Library book sales.

9.3.2 Charitable Tax Receipt for Rare or Collectible Material Donations

If the donor wishes an official charitable receipt for rare or collectible material donations, the donor must produce two independent appraisals of the item. The value of the item will be the average of the two appraisals.

9.4 Sponsorship

The Library Director, in consultation with the Library Board, will decide if an organization or group will be considered for potential sponsorship. Such organizations and groups must be considered appropriate and compatible with the Library's policies, mission and values. Such organizations will be recognized through appropriate means, such as the use of the company logo, recognition in the media, length of time of sponsorship, etc.

9.5 Fundraising

The Castlegar & District Public Library Association will use all funds raised for the stated purposes established as priorities by the Board. Library board members and employees may not enter raffles but may sell tickets to their families.

10.0 COMMUNITY RELATIONS

10.1 Guiding Statement

The Board is committed to a good relationship between the Library and the community. The Board will work with the staff, the Friends of the Library, and the community to maintain this relationship. The Board will continue to develop productive and positive working relationships with the Library community in the province and the country. This commitment is demonstrated through membership in a variety of Library organizations and other associations.

10.2 Cooperation with Other Libraries and Educational Agencies

The Castlegar Public Library Board recognizes that public, school and college libraries working together sharing their services and resources can more fully meet the needs of the community. The Library will be receptive to opportunities for cooperating with these other libraries, including those outside our community.

10.2.1 Student Practicum

The Castlegar Public Library will co-operate with various educational Institutions by allowing students to carry out fieldwork and special projects within the Library. Each request will be considered on an individual basis.

In all cases the work experience will be an extension of the educational courses and the students will not be considered employees of the Library and will not be paid. At no time will students be assigned work that results in the displacement of existing employees and no part time employees will be employed for shorter hours as a result of the student program. The students' activities will be monitored by the supervisor concerned.

Castlegar Public Library reserves the right to withdraw or discontinue any student program, which, in the opinion of the supervisor, adversely affects the efficient operation of the branch or department. Each project will be evaluated upon completion.

10.2.2 Supervision of Exams

The Library supports other agencies and institutions and students by providing exam proctoring. The service is provided free of charge provided that:

- a. The exam takes place during regular staff working hours.
- b. Time allotted for the exam is four hours or less.
- c. Staff preparation time for proctoring the exam is less than one half hour.
- d. The institution or agency does not require the proctor to be in the same room while the exam is being administered.

10.3 Public Relations

The Castlegar Public Library Board recognizes public relations as an appropriate means by which the purpose and services of the Library can be communicated to the public. It is also a means by which the public's attitudes to current Library services and its perceived needs for future services can be communicated to the Board. The Board will encourage the public to express individual and group needs for library service by providing structured opportunities for expression of public opinion and also the means of response.

The public relations program will include the following:

- a. assessment of user needs
- b. continuous performance evaluation
- c. awareness of community expectations
- d. knowledge of and coordination of services with other community resources
- e. an understanding of economic and social factors within the community

Any public release that relates to Library Policy should be approved by the Chairperson of the Library Board in consultation with the Library Director.

The Library may advertise events of a cultural, informational, recreational or educational nature.

10.4 Friends of the Castlegar Public Library Society

The Castlegar Public Library is supportive of the Friends of the Library, a society of dedicated volunteers. The Friends of the Library Society acts in accordance with the bylaws under the *Societies Act*.

10.4.1 Purpose

- a. To form an association of persons interested in libraries.
- b. To disseminate information and stimulate public interest in Castlegar Public Library and the services it offers.
- c. To assist the Castlegar Public Library Board of Trustees and the staff of the Library whenever invited to do so.
- d. To accept gifts, grants, legacies, and bequests and to collect moneys by means of fees, donations, etc...
- e. To engage in fundraising activities, and to hold, invest, expand or deal with such gifts, legacies, bequests and moneys in consultation with the Library Board.

10.4.2 Communication between Board and Society

To achieve maximum results and benefits from Library projects and programs organized by the Friends, it is of paramount importance that good protocols are established with the Library Director and the Castlegar Public Library Board.

The Library Director and the Library Board shall be kept informed about Friends' meetings, officers, plans and activities. Good co-ordination and communication shall be maintained between the Executive Committee of the Friends, the Library Director and the Library Board.

10.5 Social Media

10.5.1 Definition and Purpose

Online social media is defined as any website or application which allows users to generate and share content. The Library may use social media to enhance communication with Library members and the community. The Library may use social media for the purpose of facilitating two-way communication with Library members and the community.

The Library may use online and social media channels to extend the Library's welcoming and supportive service environment online in a manner which is consistent with the Library's mission, vision and services values. In addition, social media allow the Library to:

- a. Promote Library services, events, programs and resources
- b. Support other community organizations by sharing their information
- c. Monitor and respond to current topics and emerging issues quickly
- d. Listen to Library members and the community and assist the Library in improving services, programs and practices.

10.5.2 Terms of Use for Public

Content on social media sites will be monitored to ensure adherence to appropriate use consistent with Library policies. The Library retains the authority to remove inappropriate content from the sites. The content on social media sites shall adhere to Library policies and federal and provincial regulations.

Comments, posts, and messages are welcome on Library social media sites, provided they do not contain:

- a. Harassing statements

- b. Non-public information of any kind
- c. References to illegal or banned substances or narcotics, unless for public educational purposes.
- d. Pornographic, sexually-orientated, or otherwise offensive or illegal materials.
- e. Defamatory, libelous, offensive, or demeaning material (do not engage in a combative exchange)
- f. Solicitation of business
- g. Comments supporting and/or opposing political campaigns
- h. Information that might compromise anyone's safety
- i. Disparaging/Threatening comments about or related to anyone
- j. Private, personal information published without consent
- k. Obscene or racist content
- l. Personal attacks, insults, or threatening language
- m. Plagiarized material
- n. Comments totally unrelated to the content of the forum
- o. Links to material that is not directly related to the discussion
- p. Commercial promotions or spam

All social media sites affiliated with the Library will be regularly screened by designated Library staff. All postings which contain any of the above will be immediately removed and the poster may be barred from posting any subsequent messages to Library social media sites.

The Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.

POLICY MANUAL



Version 3
July 2018

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1.0 INTRODUCTION

1.1 Purpose of Manual

This Manual gives general and specific information regarding the role and responsibilities of the Central Kootenay Food Policy Council as a whole and of its individual Council members. It is intended to be used as both an introduction for new members and as an ongoing reference to assist in day-to-day functioning of the Council.

As a living document, the various components of this Manual will be reviewed, elaborated, revised and adopted by the Board of Directors as appropriate. Additional policies may be developed over time to address areas of Council functions that have not yet been covered.

This Manual will be regularly maintained, with at least annual reviews of the policies and other components of the Manual to ensure that they are still relevant.

1.2 Background

Numerous reports from various sources in the region from the early 2000's on have identified a Regional Food Policy Council as an important means to provide a coherent, strategic and pro-active vehicle for supporting farmers and food producers as well as the resiliency of the region's food systems and residents. Two strategic meetings held in 2015 with key actors in the region, including funders and policy makers, launched a funding initiative for a regional food policy council as a means to reduce ad hoc and redundant investments of financial and social capital in food systems initiatives across the Central Kootenay.

The Central Kootenay Food Policy Council was formed in December 2016 and consists of up to 26 individuals. Council members who endorse the purpose and vision of the Council and have skills or expertise in at least one related area. The Council reflects the diverse regions and population of the Central Kootenay. In February 2017, the Council became a Society registered with the province of British Columbia.

Each member of the Council serves as a vital conduit for information exchange between their respective sector and communities and the Food Policy Council. We explore issues related to hunger, food waste, land and water, distribution and production. With Council members that reside across the region and that are engaged in many facets of our food systems, our collective relationships, knowledge and experience will help to identify and create solutions that are not possible alone.

Through formal ties with local government, the Central Kootenay Food Policy Council provides strategic direction to planning activities of local government, at the level of the

RDCK and sub-governmental (electoral areas and municipalities). Because the Council is representative of implicated sectors and stakeholders in the Central Kootenay, it enables the co-ordination of initiatives across the region, reducing redundancy and enhancing the impact of human and financial resources invested in food systems and communities in the RDCK.

1.3 Vision & Mission

Vision

- The Council provides a formal bridge between civil society, industry organizations and local government
- The agricultural capability of the area is realized and, along with our watersheds, is protected as part of a secure food supply for the region.
- All residents of the Central Kootenay are well nourished through access to culturally appropriate food of sufficient quantity and quality, acquired in a dignified manner.

Mission

The Central Kootenay Food Policy Council builds a just, sustainable and prosperous food system in our region by identifying challenges and opportunities and by advocating for effective policy.

1.4 Purposes of the Society

1. To serve as a forum for discussing food issues and opportunities;
2. To foster co-ordination between sectors implicated in food systems;
3. To evaluate and influence policy,
4. To discern food systems priorities and;
5. To launch or support programs and services that address local needs and that are not in competition with existing or pending food sector or civil society initiatives.

1.5 Scope of Activities of the Society

The Central Kootenay Food Policy Council is an independent, community-based non-profit organization, formally linked to local government but at arms length.

The Council geographical scope includes both municipal and rural areas within the Regional District of Central Kootenay. The regional scope is especially important in food-systems related research and decision-making, as there are a number of stakeholders that are working at a local, corridor, or sub-regional level.

The Council is a vehicle to unite the many and disparate actors in sustainable food systems in our region, from those engaged in hunger and access issues, to those working on conservation of water, and others seeking to enhance regional food production. It will support the growth of the food and agriculture sector and the work to ensure that all Central Kootenay residents are well-nourished.

A food system is the place, relationships and activities that connect people to their food. The activities of a food system include production (fishing, farming, gardening and hunting), processing (personal or commercial), distribution, access (generally through grocers, markets, direct from the producer, emergency food providers), consumption and food waste. The full spectrum of food systems activities and needs are within the scope of the Central Kootenay Food Policy Council.

2.0 BYLAWS OF THE SOCIETY

See Appendix D - this key document is registered with the province of British Columbia. It is the responsibility of each Council member to familiarize themselves with the content of the Society Bylaws.

3.0 POLICIES

3.1 Policies pertaining to the Council, Committees & Working Groups

Title: CODE OF CONDUCT

Adoption Date:

Revision Date:

PURPOSE:

The purpose of the Code of Conduct is as follows:

- to provide guidance to Council Members and Staff so as to ensure that all are accorded reasonable and fair treatment;
- to assist the Council Members in avoiding problems relating to role clarity and behaviour;
- to preserve the integrity of the CKFPC;
- to protect the rights of Council Members and Staff as individuals.

SCOPE:

The Code of Conduct shall be a policy of the COUNCIL and apply to Directors of the CKFPC, when acting in the capacity of a Council Members/representing the CKFPC.

DEFINITIONS:

"Council" – means the elected members of the Central Kootenay Food Policy Council, commonly known as a Board.

"Council Executive" – means the President, Vice-President, Secretary, and Treasurer of the Council.

"Confidential Information" – includes but is not limited to information:

(a) in the possession of the CKFPC that is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the Freedom of Information and Protection of Privacy Act or other legislation; and

(b) concerning matters that are permitted to be discussed in an in camera meeting pursuant to the Community Charter.

"Council Member" – Directors representing the CKFPC Board/Council.

"RDCK" – Regional District of Central Kootenay.

"Staff" – an employee or contract employee of the CKFPC.

POLICY:

The Council of the CKFPC commits itself and its members to conduct that meets the highest ethical standards. In turn, adherence to these standards will protect and maintain the CKFPC's reputation, credibility and integrity.

The Food Policy Council is a vehicle to unite the many and disparate actors in sustainable food systems in our region, from those engaged in hunger and access issues, to those working on conservation of water, and others seeking to enhance regional food production. It will support the growth of the food and agriculture sector and the work to ensure that all Central Kootenay residents are well-nourished.

GUIDELINES

It is the purpose of this policy to outline certain basic guidelines for Council Members so that they may carry out their duties and functions with impartiality and dignity.

These guidelines are additional to any requirements at law and do not excuse any member from complying with the common law or an applicable statute, act or other enactment.

These guidelines are as follows:

A. Integrity

Integrity is the quality of being honest and having strong moral principles. It is vital that the public has confidence in the Council's ability to provide good representation and to provide services, facilities or other things that, in the opinion of the Council, are necessary or desirable for all of or part of the RDCK. Council Members must conduct themselves in a way that promotes and maintains public confidence and shall be committed to performing their functions with integrity.

Council Members shall perform the functions of their position truly, faithfully and impartially to the best of their knowledge and ability exhibiting the personal values of integrity – giving the region's interests priority over private individual interests; honesty – being truthful and open; objectivity – making decisions based on a careful and fair analysis of the facts; accountability – being accountable to each other and to the public for decisions taken; and leadership – confronting challenges and providing direction on the issues of the day.

B. Accountability

Council Members themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the CKFPC.

C. Respect

The CKFPC promotes and expects respectful and responsible behavior when interacting with each other, with Staff, with the public and with all other stakeholders during the course of CKFPC business. All Council Members and Staff of the CKFPC have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.

Council Members shall support the maintenance of a positive and constructive environment for the Council, Staff, public, and all other stakeholders and shall refrain from abusive conduct, bullying, harassment, discrimination, personal charges or verbal attacks upon the character, reputation or motive of employees, other members of the Board, commissions, committees, Staff, the public or any other stakeholder group.

Council Members shall promote respectful meetings and working groups that are collaborative and inclusive, that encourage diversity, and that encourage open and robust communication at all times.

D. Impartiality

Impartiality is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit

to one person over another for improper reasons. Council Members shall perform their duties that promote public confidence.

E. Meetings

Council Members shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand.

Council Members shall make every effort to participate diligently in the activities of the Council and any other committees, or organizations.

Council Members shall treat with respect the Executive, colleagues, Staff and members of the public present during Council meetings. They shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the Council.

F. Communications

Members of the Council will accurately and adequately communicate the attitudes, positions and decisions of the Council, even if they disagree with the majority decision of the Council. The Council Member may state that he/she voted against a decision but will refrain from making disparaging comments about other Council Members or the Council's decision and by doing so will affirm the respect for and integrity in the decision-making process of the Council.

When presenting their individual opinions and positions, Council Members shall expressly state that the views are their own and do not represent the views of the CKFPC.

G. Conflict of Interest

All Council Members shall be aware of their responsibilities under Part 5, Division 4 of the Societies Act and shall and shall fulfill the requirements of the legislation to ensure the decision making process is not compromised by a conflict of interest.

Council Members will not act in such a way as to constitute a conflict of interest. Any decisions on matters of pecuniary interest (either direct or indirect) which impact family members of Council may be considered a conflict of interest. See also the Conflict of Interest Policy.

H. Confidentiality

Council Members must use the Council information which is not available to the public, in accordance with any relevant Council policy to ensure, as far as reasonable, the primacy of the public interest over any private interest. Council Members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the CKFPC. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

After leaving office, Council Members shall continue to keep confidential information acquired as a member of Council confidential.

I. Implementation

The Central Kootenay Food Policy Council's Code of Conduct is intended to be self-enforcing. Council Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when Council Members are thoroughly familiar with the Code, understand it, and embrace its provisions. Members are expected to formally and informally review their adherence to the provisions of this Code of Conduct on a regular basis.

- a) Upon adoption of this Code of Conduct and thereafter at the beginning of each Council Member's term, the Council Member will be required to sign a copy of the Code of Conduct to convey to each other and all stakeholders that they have read, understand, and accept it;
- b) The Code of Conduct will be provided to candidates during the selection process.
- c) A copy of the Code of Conduct will be included as part of the orientation workshop for all Council Members.

J. Enforcement

a) Alleged breaches of this Code of Conduct by Council Members shall be reported in writing to the Council Executive. The Council Executive shall then investigate the breach and speak to the parties involved. If it is determined that the Council Member has breached the Code of Conduct, the Council Executive will then address the Council at an in camera meeting to take one or more of the following actions:

- require the Council Member to apologize for the misbehaviour;
- counsel the Council Member;
- implement such other measures as the Council deems appropriate.

If a resolution cannot be reached, the Council Executive will meet with the Council at in-camera meeting to discuss other such measures as the Council deems appropriate.

SCHEDULE A- CONCURRENCE

I affirm that I have read and understood the Regional District of Central Kootenay Code of Conduct.

Name (please print)

Signature

Director _____

Director _____

Director _____

Director _____

Director _____

Director _____

Director _____

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Director _____

Director _____

Dated at _____BC, in the Province of British Columbia, this__day of_____,__.

Title: CONFLICT OF INTEREST

Adoption Date:

Revision Date:

PURPOSE:

The purpose of the Conflict of Interest Policy is as follows:

- to provide guidance to Council Members and Staff so as to ensure deliberate, thoughtful and unbiased decision making; and
- to recognize that the ability to make wise decisions for the Central Kootenay Food Policy Council is strengthened by each individual's personal and professional interests.

POLICY:

Council Members and Staff have the duty of complete, undivided allegiance to the CKFPC mission when acting on behalf of the Council. This duty requires that Council Members and Staff recognize and respond appropriately to any real or perceived conflict of interest. A conflict may exist when a Council Member or Staff member participates in the deliberation and resolution of an issue on behalf of the CKFPC while the individual has or previously had other professional, business or volunteer responsibilities outside the CKFPC that could cause such individuals to address the issue with less than complete, undivided allegiance to the CKFPC.

It is the CKFPC's policy to deal with such conflicts in an open and direct manner. In accord with this policy, all Council Members and Staff are required to disclose any actual or perceived conflict (to be recorded in minutes) and to remove themselves from participation in any related discussions or decision-making by the CKFPC.

However, a Council Member or Staff may, if requested by the Council or a committee of the Council, provide factual information that may assist the Council or committee in its deliberations. A Council Member or Staff may seek guidance from the Council or a Committee of the Council as to whether a particular activity or relationship constitutes an actual or perceived conflict of interest.

A copy of this policy shall be provided to all prospective Council Members and Staff. By accepting appointment as a Council Member or employment as Staff, an individual agrees to strictly adhere to this policy.

Circumstances that may result in an actual or perceived conflict of interest include, but are not limited to:

- Granting funds to a charitable nonprofit organization on which a Council Member or Staff or their families are serving as staff, board members or volunteers;
- Participating on fund raising committees or in fund raising efforts for an organization seeking a grant or service from the CKFPC;
- Hiring vendors or consultants for the CKFPC;
- Employing a Council Member or a relative of a Council Member or Staff as Staff or as a Consultant for a project;
- Divestiture of prohibited financial interests;
- Disclosure of financial interests;
- Outside activities; and
- Awards.

SCHEDULE A – DISCLOSURE
Central Kootenay Food Policy Council

Council Member/Staff Acknowledgement of Conflict of
Interest Policy and Disclosure Statement

Name: _____

CKFPC Position: _____

Please list all affiliations (personal, professional or a vocational) with charitable or community organizations for yourself or immediate family members. Please list positions held currently or within the last three years.

Organization Name	Position Held	Name	Family Relationship

Signed: _____

Date: _____

Title: DISPUTE RESOLUTION

Adoption Date:

Revision Date:

POLICY:

Should an organization or individual wish to lodge a complaint about a decision or process used regarding the administration of the Central Kootenay Food Policy Council (CKFPC), the CKFPC offers a dispute resolution process.

PROCESS:

- 1) A written complaint containing the complainant's name and contact information, as well as a detailed description of the issue, must be submitted to the CKFPC Council Executive.
- 2) The CKFP Council will consider the complaint at its next open meeting.
- 3) The Council Executive shall make a report and recommendation to the Council regarding the process.
- 4) The Council will make a decision regarding the review of the decision or process.
- 5) If the complainant is a Council Member then the Council Executive will make a decision regarding the review of the decision or process, consulting outside counsel as necessary.

Title: WORKING GROUPS & COMMITTEES

Adoption Date:

Revision Date:

POLICY

The core activities of the Council will be attended to by Council staff and members. However, specific and special tasks may require and benefit from committees or working groups that may or may not include members of the broader community.

Examples include the Selection Committee that will function each year to fill any Council openings. Working Groups may be struck to assist the Council Co-ordinator in developing or implementing a specific project identified by the Council as a priority action. Working Groups and Committees may be ad hoc or ongoing, depending on need.

Working Groups and Committees of the Council are:

- Selection Committee
- Governance Working Group
- Project Working Group
- Policy Working Group
- Communications Working Group

Council members are encouraged to participate in at least one Working Group or on the Executive of the Council. The Terms of Reference for the Working Groups is in Appendix A.

3.2 Policies pertaining to Finances, Planning and Authority

Title: FINANCIAL PLANNING & CONTROL

Adoption Date: 10 July 2018

Revision Date:

PURPOSE:

- To provide guidance to Council Members and Staff so as to ensure that all funds are managed with accountability and transparency; and
- To support Staff to act efficiently and prudently.

POLICY:

Budget

The Central Kootenay Food Policy Council's (CKFPC) annual budget is prepared and approved annually for the Council. The budget is prepared by the Coordinator in conjunction with the Council Executive. The budget is to be approved by the Council prior to the start of each fiscal year. The budget is revised during the year only if approved by the Council.

Reporting

The Coordinator will track income and expenses and will work with the Treasurer to provide quarterly financial updates to the Executive Committee. The full Council will receive a financial report semi-annually, at the spring and autumn in-person meetings.

Purchasing, bids & postings

The Coordinator may make such purchases as are necessary for the normal operations of the Council, including the in-person meetings, as per the approved budget.

Any expenditure in excess of \$2000 for the purchase of a single item should have bids from three (3) suppliers. Bids will be reviewed by the Council Executive and the bid award must be approved by both the Coordinator and Council Executive.

Any hire in excess of \$2000 for a single individual or organization should be posted. Applicants will be reviewed according to the recruitment/hiring policy. Any member of the Council who chooses to submit a bid or apply for a position must withdraw from both the discussion and decision on the award.

Credit Union account

The Food Policy Council will open and maintain a chequing account with a credit union based in the Central Kootenay. All cheques drawn on the amount will require

two signatures. The authorized signatories on the cheques are members of the Executive Committee in addition to the Council Coordinator. An automated teller machine (ATM) card will be made available to the Coordinator for cash withdrawals and debit payments up to \$100. Petty cash shall not exceed \$100.

Title: DECISIONS & AUTHORITY

Adoption Date: 10 July 2018

Revision Date:

PURPOSE:

- To provide clarity on when formal decisions need to be made and by whom (Executive, full Council, or staff). This policy compliments the Financial Planning and Purchasing Policy, covering non-financial matters.

POLICY:

The Executive guides the work of the Council staff between meetings of the Council and is empowered to make decisions on behalf of the Council as long as they do not involve

- public advocacy / positions not already determined by the full Council;
- any significant shift in direction of the Council; or
- the launch of new projects or programs that are not included in the approved annual Work Plan.

It is understood that sometimes new policy or project opportunities may arise that could not be foreseen in the annual work plan. Under such circumstances, the Executive of the Council can make a proposal by special meeting or email notice to the full Council to render a decision within a reasonable time frame that factors in the opportunity constraints as well as sufficient time for Council members to participate in the decision.

All contracts undertaken by the Food Policy Council will be approved by the full Council. Those authorized to sign contracts on behalf of the Council are the Council Chair and one other member of the Executive Committee.

3.3 Policies pertaining to Staff

Title: RECRUITMENT

Adoption Date:

Revision Date:

PURPOSE:

The provisions of this policy are intended to:

1. promote equal employment opportunities for all prospective applicants irrespective of race, colour, religion, sexual orientation, national origin, ancestry, place of origin, age, physical or mental disability, marital status and gender;
2. be fair and impartial; and
3. facilitate the Central Kootenay Food Policy Council's objective to recruit, screen, hire and retain employees who are most capable and qualified to do the job.

POLICY:

The Central Kootenay Food Policy Council is committed to

- recruiting and maintaining competent, qualified, enthusiastic workforce for the organization; and
- maintaining consistent and non-discriminatory hiring practices.

PROCESS & RESPONSIBILITIES:

1. Council

- Approves staffing levels on an annual basis through the budget process.
- Participates, through the Council Executive, in the interviewing and hiring of staff.
- Approves the hiring of the Coordinator.

2. Coordinator

- Establishes appropriate staffing levels on an annual basis through the budget process, with the approval of the Council;
- Identifies the organizational need and objectives for the subordinate position;
- Authorizes new or replacement hiring and the initiation of the hiring process
- Works with Selection Committee throughout the hiring process;
- At her/his discretion, the Coordinator may participate as a member of the interview/ selection committee; and
- At her/his discretion, the Coordinator will either make the final hiring decision, in consultation with the Selection Committee, or, delegate the authority to the Selection Committee to make the final hiring decision.

HIRING COMMITTEES:

The Coordinator is authorized and responsible for appointing Hiring Committees, as required, to shortlist and interview candidates for employment opportunities with the CKFPC. The Council Executive, at their discretion, may participate on the Hiring Committee or appoint a designate to participate on any Hiring Committee for the purpose of selecting staff.

The Coordinator is responsible for the ultimate selection of the successful candidate.

Title: COORDINATOR RESPONSIBILITIES

Adoption Date:

Revision Date:

PURPOSE:

To provide clarity on the scope of the Council Coordinator's responsibilities.

POLICY:

A Council Co-ordinator is responsible for the administration of the Council and its functions as well as fulfilling the annual Work Plan determined by the Council. This position requires considerable community engagement, food systems, and policy expertise. The core functions of the Co-ordinator require 2 days / week; additional hours may be required based on work plan expansion, project funding or as otherwise determined by the Council.

The Co-ordinator will perform the administrative duties for the Council, supporting the Executive of the Council in arranging Council meetings and note taking. Additional duties include creating funding proposals and implementing grants, and writing reports and public communications.

A performance review of the Coordinator will be administered by the Executive of the Council annually.

A full job description for the Coordinator is found in Appendix B.

Appendix A: Working Group Terms of Reference

Central Kootenay Food Policy Council Working Groups
Terms of Reference
Version 2: July 2018

The Council has Working Groups to support the work of the Council. The Working Groups are initiated as needed and include: Policy, Governance (internal), Fundraising, Communications / Engagement, Writing (technical), Youth, and Projects. This Terms of Reference Document outlines how these Groups function.

Purpose: The purpose of the Working Groups is to provide an outlet for the specific skills and interests of Council members and to help move forward the work of the Council.

Membership: Working Groups are populated by members of the Council and are also open to anyone in the general public who is interested and wants to contribute. However, the membership of the Group will be a majority Council members.

Governance: A decision, by consensus amongst the members of the Working Group, will determine the Chair of the Group. If need be, a ballot process can be used.

Responsibilities of Chair: The Working Group Chair will set the meetings dates, monitor progress against their work plan, solicit the necessary support from the Coordinator, and report to the Council and to the Executive on progress and outcomes.

Mandate and Activities: The Council will determine the priorities of the Working Groups, though this may be delegated to the Executive of the Council if desirable or necessary. The Working Group's work plan will be developed with support from the Council Coordinator. Tasks and responsibilities will be delegated according to interest, skill and availability of the members of the Working Group. The intent, however, is that the work of the Group will be collective effort involving all everyone in the Group to the degree that they are able to participate.

Support: The Council Coordinator will provide support to the Working Group that may include attending meetings, taking notes, arranging teleconferences or venues, research and other activities as necessary and that can be reasonably expected of the Coordinator.

Meeting frequency and venue: The Working Group will determine the meeting schedule. They can be preset or ad hoc, as determined by the Working Group and necessitated by the work plan and any deadlines. The Working Group will determine when meetings will take place in person, by teleconference or virtual meeting platform.

Appendix B: Coordinator Job Description

The Central Kootenay Food Policy Council Coordinator is responsible for the day-to-day activities of the Council, including fulfilling the obligations of a registered Society. The Coordinator supports the Executive Committee of the Council, Working Groups and Committees.

The Coordinator is responsible for the following:

1. Establish Council reputation and role in the Central Kootenay
2. Determine 1 – 3 joint initiatives
3. Influence local government policy on food systems
4. Secure core and project funding
5. Share lessons learned

Duties and Responsibilities

Administration: The Coordinator will

- maintain and monitor the financials of Council
- attend to Society administrative requirements, including filing annual report and updates of Directors.
- in collaboration with the Executive Committee, create and adhere to an annual Budget
- maintain the Council website, and any other communications platforms as developed and necessary
- provide monthly activity reports
- in collaboration with the Executive Committee, determine and fulfill any staffing needs
- monitor and fulfill reporting requirements of funders
- collaborate with other initiatives under the RDCK Sustainability Service, as appropriate

Council Activities & Support: The Coordinator will

- support the work of the Executive Committee and attend all meetings of the Executive
- support the Executive in establishing the agendas and schedule of Council meetings
- maintain regular communication with the Council
- develop materials to support the function and enhance the policy capacity of Council members

Community Engagement: The Coordinator will

- monitor, promote to the Council members, and participate in meetings and events of relevance to the Council mandate
- promote the Council to local governments within the RDCK
- support Council members to engage with local government as appropriate
- develop and maintain a communications plan

- seek out opportunities for sharing lessons learned by the Council; support Council members to participate as appropriate

Food Policy: The Coordinator will

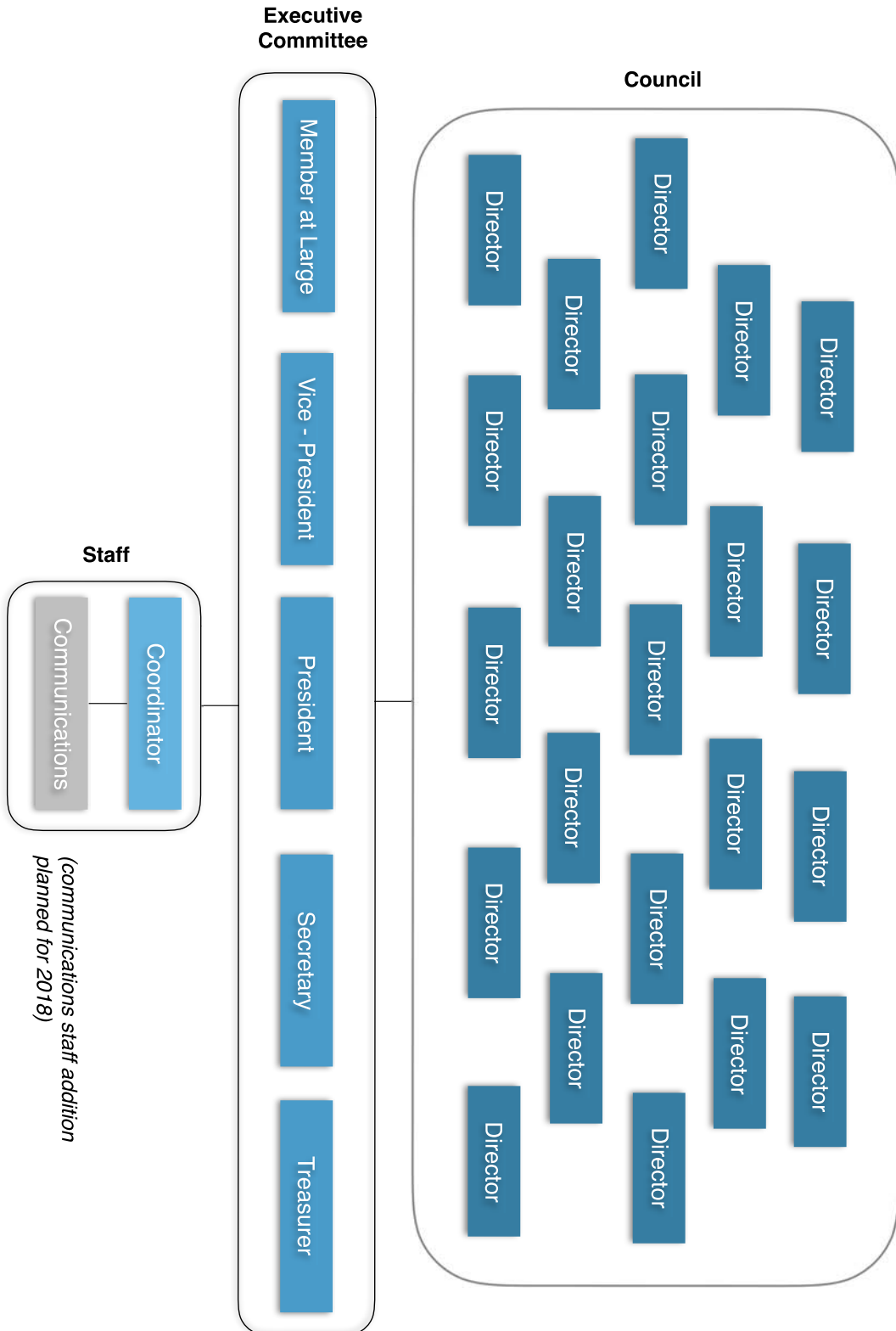
- monitor local government policy opportunities of relevance to the Council
- support the Policy Working Group
- develop training materials on engaging with local government on food policy

Projects: The Coordinator will

- drawing on the Regional Goals analysis of food systems-related reports created within the RDCK, identify project concepts
- identify funding opportunities
- present to and obtain direction from the Council on project opportunities
- seek out and engage with relevant partners on projects
- be responsible for ensuring that all project deliverables are fulfilled

Appendix C: Organizational Chart

Central Kootenay Food Policy Council Organizational Chart



Appendix D: Work Plan 2017 - 2018

The Goals and activities described below will guide the work of the Food Policy Council Coordinator and the broader Council.

Year 2 Goals

1. Establish Council reputation and role in the Central Kootenay
2. Determine 1 – 3 joint initiatives
3. Influence local government policy on food systems
4. Secure core and project funding
5. Share lessons learned

The Year 2 Goals will be addressed through the following activities.

1. Administration

- Communications Plan implementation
 - Website (ongoing maintenance, dynamic content)
 - Newsletter (create template, determine dissemination schedule and platforms, create)
 - Emails / phone calls
- Report generation and circulation
 - Funders (Sustainability Service, IHA, Osprey, others as funding confirmed)
 - Council members
 - Broader public
- Pursue charitable status
 - Refine Council purposes to comply with CRA requirements
 - Notify MP of intent to submit
 - Draft and collate necessary materials for a submission
- Track deadline and apply for Intern through the Canada Summer Jobs program

2. Engagement / Networking

- Develop activities / outreach that target specific audiences: consumer, producers, government, schools
- Explore options and partners for a harvest celebration or other such event
- Develop materials to support the participation of Council members and the general public on why and how to engage in policy processes (OCP, Bylaw revisions etc.)
- Explore collaboration opportunities for initiatives, funding and implement as appropriate.

3. Fundraising

- Continue to develop relationships with municipalities that do not contribute to the Sustainability Service of the RDCK (core funding source).
- Continue to engage with the CBT, create project concept and submit for funding.
- Research other funding opportunities; submit applications
- Collaborate with partners on funding applications for joint initiatives identified through networking and engagement

4. Policy

- Establish and maintain relationships with public servants in municipalities and at the RDCK who work in policy that impacts food systems
- Review and analyze existing policy
- Develop schedule of planned policy updates (OCPs, bylaws etc.) and ensure that the Council and Councilors are engaged

5. Sharing Lessons Learned

- Capture lessons learned in year 1 and ongoing.
- Create educational materials on our process, post on website and social media and share widely
- Participate in the BCFSN Community of Practice of civil society engaged in food policy work
- Monitor opportunities at relevant events and conferences at which to present.

6. Strengthen Council

- Activate evaluation framework by determining which indicators to track, set baseline
- Using March 2017 results as baseline, determine changes in community engagement by the Council members
- Support the ongoing activities / engagement of the Council members
- Provide educational materials and opportunities to deepen Council members understanding of their roles and that of the Council
- Facilitate regular meetings of the Council
- Organize extra-curricular activities for Council, involving broader community in events distributed across the region

Appendix E: Bylaws

The Central Kootenay Food Policy Council Society appended here are registered with the province of British Columbia

Bylaws of *The Central Kootenay Food Policy Council Society* (the “Society”)

As amended at the July 10th, 2018 Annual General Meeting of the Society and submitted to the British Columbia Registrar of Societies, 16 July 2018

Part 1 – Definitions and Interpretation

Definitions

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Board**” means the directors of the Society;

“**Bylaws**” means these Bylaws as altered from time to time.

“**Council**” means the Board of Directors of the Society, which also constitutes the Central Kootenay Food Policy Council.

“**Director**” for the purposes of these Bylaws is synonymous with “Councillor”

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 – Members

Application for membership

2.1 A person may apply to the Board for membership in the Society, and the person becomes a member on the Board’s acceptance of the application. Members of the Society must endorse the Purpose and Vision of the Council and be a resident of, a civil servant functioning within, or the proprietor of a business that operates within the Regional District of Central Kootenay.

- 2.1.1 Civil servants within the BC provincial government or local governments of the Regional District of Central Kootenay who sit as Ex Officio members of the Food Policy Council may choose to not also hold the position of Director of the Society.

Duties of members

- 2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of membership dues

- 2.3 The amount of the annual membership dues, if any, must be determined by the Board.

Member not in good standing

- 2.4 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid. A member is not in good standing if they fail to comply with the Council's Code of Conduct.

Member not in good standing may not vote

- 2.5 A voting member who is not in good standing
- (a) may not vote at a general meeting, and
 - (b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership if member not in good standing

- 2.6 A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months, is no longer on the Council nor a resident of the Central Kootenay Regional District.

Part 3 – General Meetings of Members

Time and place of general meeting

- 3.1 A general meeting must be held at the time and place the Board determines.

Ordinary business at general meeting

3.2 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

3.7 The quorum for the transaction of business at a general meeting is 9 voting members or 10% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

(a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and

(b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3.9 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

3.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

Methods of voting

3.13 Consensus is the preferred decision-making process. At meetings of the Council, if consensus cannot be attained, the matter will be put before the Council for a vote, where each Council member is entitled to one vote. A vote will be decided by a majority of those present and voting.

At a general meeting, consensus is also the preferred decision-making process. If a vote is necessary, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

3.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

3.15 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

3.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 4 – Directors

Number of directors on Board

4.1 The Society must have no fewer than 15 and no more than 26 directors.

Election or appointment of directors

4.2 Directors will be appointed from within the membership at annual general meetings following an application and selection process. The Council staff will put out a call for prospective Councillors by March 1st each year with applications due by April 15th. The call will include information on the positions available as well as the application and selection process. A paper and on-line application form will be available to applicants.

A three to five-member Selection Committee of the Council, supported by Council staff, will be responsible for reviewing applications, undertaking interviews and reference checks as necessary, and recommending candidates for Council approval. The selection criteria will be determined by the positions to be filled as well as the individual's relevant expertise and willingness to commit to the time commitment and work of the Council. Both the selection criteria and decision-making process will be publicly available. A slate of prospective Councillors who are suitable to fill the vacant positions on the Council will be presented at the Annual General Meeting for approval.

Directors represent Food Policy Council

4.3 The board of directors functions as the Food Policy Council and will consist of a minimum of 15 and a maximum of 26 directors, seeking a balance of geography across the Central Kootenay Regional District and the following perspectives:

- Local Government (elected and civil servant)

- Min of Agriculture
- Health
- Education
- Commercial Farming
- Homesteading
- Processing
- Retailer
- Restaurant
- Distributors
- Waste management
- Social Services / food access & hunger
- Community Food Initiatives
- Youth
- Indigenous
- Environment
- Community Foundation
- Economic Development
- Real Estate

Directors may fill casual vacancy on Board

4.4 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office. The Board shall adhere to the criteria and selection process as outlined in 4.2.

Term of appointment of director filling casual vacancy

4.5 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Term limits

4.6 All Councillors will serve 2-year terms. This will be waived for the inaugural Council, whose members will self-select for a 1, 2 or 3 year term, in order to

have a mix of term endings to ensure that there will be sufficient continuity on the Council at all times. A Term will commence on November 1st and end October 31st. Terms will begin and end at the Annual General Meeting of the Society.

Part 5 – Directors’ Meetings

Calling directors’ meeting

5.1 A directors’ meeting may be called by the president or by any 2 other directors.

Notice of directors’ meeting

5.2 At least 2 days’ notice of a directors’ meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

5.3 The accidental omission to give notice of a directors’ meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors’ meetings

5.4 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

5.5 The quorum for the transaction of business at a directors’ meeting is a majority of the directors.

Part 6 – Board Positions

Election or appointment to Board positions

6.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer.

Directors at large

6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements;

(d) making the Society's filings respecting taxes.

Part 7 – Remuneration of Directors and Signing Authority

Remuneration of directors

7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- (a) by the president, together with one other director,
- (b) if the president is unable to provide a signature, by the vice-president together with one other director,
- (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
- (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

7.3 All cheques drawn on the Society's bank account shall be signed by two individuals. The following positions are authorized to sign cheques:

- President
- Vice-President
- Treasurer
- Secretary, or
- As per financial policy.

Columbia Basin Regional Advisory Committee

Terms of Reference

Updated: May 18, 2021

Background and Purpose

Community involvement in activities that affect the Columbia River Basin has been a long standing tradition for Columbia Basin residents. During Columbia River Treaty (CRT) community engagement activities hosted by Columbia Basin Trust (CBT) in 2011 and early 2012, and Columbia River Treaty Review consultation meetings hosted by the Province's Columbia River Treaty Review Team and the Columbia River Treaty Local Governments' Committee (LGC) in 2012 and 2013, participating Basin residents identified two areas of community interest:

1. Improved understanding of and information sharing with respect to Columbia Basin hydroelectric operations with the goal of better informed operations planning, and
2. Continued engagement of Indigenous Nations on a without prejudice basis, and communities throughout any future Columbia River Treaty negotiation process.

Principles

The Local Governments' Committee (LGC), Ministry of Energy, Mines and Low Carbon Innovation (EMLI), and BC Hydro¹ agreed to work together to address the two interests by establishing a Columbia Basin Regional Advisory Committee (CBRAC), a Basin-wide cross-sectoral group, representing a broad range of perspectives, interests and geography. This agreement is based on the following principles:

- **Steering Committee Collaboration** – The LGC, EMLI and BC Hydro will work openly and collaboratively together, with distinct and clearly defined roles and responsibilities.
- **CBRAC Collaboration** – CBRAC members will utilize their knowledge and expertise of the Columbia Basin and Basin interests to collaborate in a constructive and productive way to share and disseminate information with the goals of informing the modernization of the CRT, CRT-related community interest projects and Columbia Basin hydroelectric operations planning, and working toward strengthening related community awareness and knowledge.
- **Advice** – CBRAC members will provide advice on modernization of the CRT to federal and provincial negotiators involved in Canada-U.S. CRT negotiations, and to BC Hydro on matters that are regionally important and that should be taken into consideration in BC Hydro's operation planning. Subject to confidentiality requirements, negotiators will provide updates, feedback and dialogue with CBRAC

¹ See Roles and Responsibilities on page 4.

during the CRT negotiation process. BC Hydro will take this advice under consideration when balancing multiple interests in operations planning and provide feedback on its ability to accommodate the advice in operations.

- **Recognition of Aboriginal rights** – CBRAC members will be mindful of federal and provincial commitments to the United Nations Declaration on the Rights of Indigenous Peoples², and to reconciliation.
- **Reasonable commitment of time and resources** – Information sharing and engagement mechanisms will be selected that do not unreasonably burden the resources, or make unrealistic demands on participants.
- **Realistic expectations** – The activities of the CBRAC will respect and not alter the responsibilities, rights and obligations of BC Hydro and other hydroelectric facility operators to make planning and operational decisions, considering the advice and input provided.
- **Adaptive approach** – This initiative will start small and build on activities as and when needed, based on learning which activities are most effective.

Membership

Members are expected to be able to take a broad perspective and work collectively to contribute positively and constructively to discussions on Columbia Basin issues and concerns, including the future of the Columbia River Treaty and Columbia Basin hydroelectric operations planning. Members will have interest in, knowledge and/or experience with hydroelectric operations planning and/or will be recognized in Columbia Basin communities (of interest or geography) as knowledgeable in one or more key areas of interest identified by Basin residents during the CBT, LGC or the Province’s Columbia River Treaty Review processes. The goal is to involve representatives from each of eight to ten impacted areas who collectively span the range of interests.

Membership will consist of 30-35 members who include, but are not limited to, geographically and interest balanced representation from:

- A wide range of Columbia River Basin municipalities and regional districts;
- Columbia River Basin Indigenous Nations;
- Basin businesses and economic development agents;
- Basin recreation, environmental, tourism, business, agricultural or community organizations;
- Columbia Basin Trust;
- Ministry of Energy, Mines and Low Carbon Innovation;
- BC Hydro and other Columbia Basin hydroelectric facility owners³.

² <https://www.un.org/development/desa/indigenouspeoples/declaration-on-the-rights-of-indigenous-peoples.html>

³ Other Basin-based hydro owners including FortisBC, Columbia Power Corporation, Teck, and Nelson City Hydro could also be involved.

In order to develop a legacy of knowledge about the CRT and hydroelectric operations and planning in the Columbia Basin, younger representatives are encouraged to become members of the CBRAC. To further enable youth participation, CBRAC will offer opportunities for young people to attend meetings in full or in part, and to connect with CBRAC members outside of a meeting environment to learn more about the CRT and/or hydro operations, as well as local and regional interests and the impacts of hydro operations on those interests.

Member selection will be conducted as follows:

- Each of the four regional districts in the Basin will designate two local government representatives from impacted areas. The Village of Valemount will designate one representative.
- Each Basin Indigenous Nation is invited to designate two representatives.
- A public invitation will be made for interested citizen representatives from business, Chambers of Commerce, economic development, recreation, environmental, tourism, agriculture and community organizations, to apply to become a CBRAC member. EMLI and the LGC will evaluate applications and select CBRAC members based on clearly defined criteria.
- Agencies will appoint their representatives.

A minimum two year commitment is suggested of members selected to the CBRAC. At the discretion of EMLI and the LGC, members will normally be appointed to serve for an unspecified term. Replacement of members will be from an expression of interest list and will be selected by EMLI and LGC to ensure equitable representation of geographical and other interests within the region covered by the CBRAC. The CBRAC Steering Committee will conduct a membership review on an annual basis to explore gaps in membership and ensure member requirements are being met.

CBRAC is an ongoing group and will remain operational as long as its members and the CBRAC Steering Committee see value in doing so, and there are resources to support it.

Member Code of Conduct

CBRAC members commit to following the CBRAC Code of Conduct, approved by CBRAC on March 12, 2015. See Appendix A.

Duties

The CBRAC will:

- a) Serve as a forum for dialogue between the participants, provincial and federal representatives responsible for the CRT, hydroelectric facility owners and community interests;
- b) Complement BC Hydro's public engagement in the Columbia Basin region;

- c) Gain community insight and input regarding current and future hydroelectric operational issues, including their impacts on residents, customers, and the environment;
- d) Identify positive ways for responding to community needs and concerns;
- e) Become familiar enough with the realities of BC Hydro and other Columbia Basin hydroelectric facilities owners;
- f) Become familiar with the federal and provincial governments' commitments to the United Nations Declaration on the Rights of Indigenous Peoples and to reconciliation;
- g) Advise BC Hydro on matters that are regionally important and that should be taken into consideration in BC Hydro's operation planning. BC Hydro will take this advice under consideration when balancing multiple interests and provide feedback on its ability to accommodate the advice in operations; and
- h) Become familiar with the Columbia River Treaty and related activities in Canada and the U.S. and provide input and advice on potential future changes and improvements to the CRT.

Meeting Frequency and Compensation

CBRAC is expected to meet two times a year in person and an additional two times (or as needed) via webinar or conference call. Members are expected to attend the equivalent of two out of three activities per year, except in extenuating circumstances. Members are encouraged to attend BC Hydro's and other owner's public operational update meetings and teleconferences.

Meeting agendas will be set 14 days in advance of any meeting. The CBRAC Steering Committee, participants and the Secretariat⁴ will jointly propose the content of the agenda, which will be based on priorities set by CBRAC, and circulate for input prior to the meeting.

Meetings will be held at varying locations in communities in the Columbia Basin. Mileage, accommodations and meals for committee members will be funded by EMLI. Reasonable child care expenses will also be reimbursed when such expenses are incurred for the purpose of participating in a meeting. Where appropriate and feasible, video-conferencing and teleconferences will be utilized to minimize time commitments and travel costs for members.

CBRAC Member Responsibilities

CBRAC members are responsible for:

- a) Regularly attending scheduled meetings and preparing for meetings;
- b) Actively participating in CBRAC discussions and activities;

⁴ See Secretariat Roles and Responsibilities on page 5.

- c) Developing a clear understanding of the:
 - I. Principles, purpose and objectives of the CBRAC – it must be clear from the beginning what issues are, or are not, on the table; and
 - II. Member Code of Conduct and Duties;
- d) Seeking input and opinion from their communities and/or interested parties and reporting to each meeting of the Committee on relevant issues;
- e) Reporting back to their community or interested parties on Committee discussions and activities;
- f) Developing practical and workable input for Local Governments, EMLI, Global Affairs Canada and BC Hydro's consideration;
- g) Respecting confidentiality of certain information as may be required from time to time;
- h) Participating in training that may enhance their abilities to serve on the Committee; and
- i) Submitting an expense claim form, together with applicable receipts, detailing all expenses claimed in support of Committee activities.

Roles and Responsibilities

The CBRAC Steering Committee, which consists of representatives from EMLI, LGC and BC Hydro, will provide direction to the CBRAC Secretariat. This includes proposing CBRAC meeting dates; assessing CBRAC meeting frequency; drafting agendas based on priority topics identified by CBRAC; determining how to address action items raised at CBRAC meetings; and identifying materials and resources to help support CBRAC's learning and ability to provide informed advice regarding the Columbia River Treaty and hydro operations. The Steering Committee meets every 1 – 2 months.

EMLI and LGC will oversee CBRAC membership to ensure broad representation and sufficient attendance. This includes conducting an annual membership review, developing plans for addressing low attendance and filling vacant positions, and evaluating expressions of interests to fill vacant citizen member positions.

EMLI will provide resources for a Secretariat for CBRAC to convene and facilitate activities as agreed by the Steering Committee.

BC Hydro and EMLI will provide staff expertise and actively participate in CBRAC meetings.

The LGC will liaise with local governments when appropriate.

EMLI will liaise with federal and other provincial government agencies when appropriate.

Roles and responsibilities may be revised as needed.

Secretariat Roles and Responsibilities

The Secretariat is responsible for:

- a) Providing CBRAC with adequate background and timely information on relevant issues;
- b) Scheduling regular meetings and ensuring appropriate representatives are present;
- c) Arranging response in a timely manner to CBRAC questions and advice;
- d) Paying all reasonable travel, meals, child care and incidental expenses of the members;
- e) Paying an honorarium to CBRAC members who incur lost income to attend meetings: and
- f) Providing administrative support as required.

Review

These terms of reference will be reviewed annually, consistent with the principle of implementing an adaptive approach to Columbia Basin initiatives.

Appendix A

Columbia Basin Regional Advisory Committee Code of Conduct

Updated: May 18, 2021

1. PURPOSE OF CODE OF CONDUCT

The purpose of this Code of Conduct is to ensure that members of the Columbia Basin Regional Advisory Committee (“the Committee”) have a clear understanding of proper practices, and appropriate individual and collective behavior for the Committee.

Further details on the Committee, including background, purpose, and member roles and responsibilities can be found in the Committee’s Terms of Reference.

2. PRINCIPLES OF THE COMMITTEE PROCESS

The Committee process will be guided by the following principles:

- Recognition of multiple interests: Consistent with sustainable development, a clear statement of all interests and the full range of environmental, community, Indigenous Nations, recreation and economic management objectives will be incorporated into the Committee process.
- Respect for purpose and scope: Issues and interests concerning topics that are outside of the scope of the process will be documented separately (e.g., ‘parking lot’) and forwarded to the relevant body (e.g. EMLI, BC Hydro).
- Strive for consensus: The Committee process will strive for consensus among participants. Every effort will be made to explore, understand and accommodate the interests of dissenting viewpoints. If consensus is not achieved, differences in opinion amongst committee members will be included in the Committee meeting summary.
- Recognition of existing legal and constitutional rights and responsibilities: The process recognizes existing legal and constitutional rights and responsibilities. These include existing rights and responsibilities under current licenses; constitutionally protected treaty rights, aboriginal rights and title and environmental regulations.
- Use the best available information from all sources: The best available information will be sought to support the Committee process.

3. CODE OF CONDUCT

All Members of the Committee will endeavor to:

- Treat others with courtesy and respect;
- Listen attentively with an aim to understand other interests;
- Speak in terms of interests instead of positions;
- Be concise in making your point;
- Challenge ideas not people;
- Let opposing views co-exist;
- Use the “parking lot” for issues that fall outside the day’s agenda;
- Act in “good faith” in all aspects of the process;
- Avoid disruption of meetings (e.g. use of cell phones, caucusing at the table, etc.); and
- Keep in mind that some Members represent a larger organization or constituency that may itself have divergent views and interests.

4. CONFLICT OF INTEREST

A conflict of interest occurs when a CBRAC member’s private affairs or financial interests are in conflict, or could result in a perception of conflict, with the member’s CBRAC duties or responsibilities.

CBRAC members who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to the CBRAC Steering Committee. The Steering Committee will consider the situation and determine whether a conflict exists.

5. DECISION RULE FOR THE COMMITTEE

Consensus is a goal, but not a requirement of the Committee. Consensus is viewed as a decision that all Committee Members can accept, even if the total outcome, or smaller elements of the outcome, are not supported enthusiastically by every Member. A non-consensus outcome is one that does not meet the minimum needs of some of the members.

On topics or items where no consensus is reached, differences of opinion and reasons for disagreement will be documented without assigning names to the various positions taken.

6. ROLE OF THE FACILITATOR

The Facilitator of Committee Meetings is responsible for:

- Assisting the Members in achieving their purpose, tasks and deliverables as outlined in this Terms of Reference and Code of Conduct.
- Ensuring that the information and methods used during the process support the Committee.

- Making every endeavor to ensure that all parties are heard and that all differences are resolved fairly.
- Making every endeavor to be, and remain, completely impartial and accord equal attention and courtesy to all persons involved.
- Ensuring that the Code of Conduct is followed by all Members.

7. CHANGES TO THE CODE OF CONDUCT

The Code of Conduct may be amended at any time based on a consensus decision of the Committee.



Kaslo and District Community Forest Society amended BYLAWS

Carol Prest
CAROL PREST

as adopted by the members at the 2021 AGM

Part 1 Interpretation

1 (1) In these bylaws, unless the context otherwise requires:

“directors” means the directors of the Society for the time being;

“Societies Act” means the Society Act of British Columbia from time to time in force and all amendments to it;

“registered address” of a member means the member’s address as recorded in the register of members.

“Area D” means Area D of the Regional District of Central Kootenay.

(2) The definitions in the Societies Act on the date these by laws become effective apply to these bylaws.

2 Words importing the singular include the plural and vice versa, and words importing a male person include a female person.

Part 2 Membership

3 The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.

4.1 A person may apply to the directors for membership in the Society and on acceptance by the directors is a member. To qualify for acceptance as a member of the Society a person must be a minimum of 18 years of age and have been a Kaslo or Area D resident for 30 days and resident of BC for at least six months or owner of land in Kaslo or Area D and resident of BC for at least six months, and pay annual dues. A new member must have had a valid membership for at least 30 days prior to a general meeting to be eligible to vote at that general meeting.

4.2 The Directors may choose to confer an Honorary Lifetime Membership to someone in recognition of exemplary service to the Society. Such membership shall be without fees but remains subject to clause #8 regarding expulsion.

5 Every member must uphold the constitution and comply with these bylaws.

6 (1) Any change to the annual membership dues will be considered at the annual general meeting of the Society.

(2) Annual memberships shall be up for renewal after December 31st of each calendar year.

(3) 5 year memberships will be up for renewal after the fifth December 31st following date of purchase.

7 A person ceases to be a member of the Society

(a) by delivering his or her resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society,

(b) on his or her death,

(c) on being expelled, or

(d) on having been in arrears with their dues for four months.

8 (1) A member may be expelled by a special resolution of the members passed at a general meeting.

(2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.

(3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

9 All members are in good standing providing they have paid their annual membership fees and agree to abide by the constitution and bylaws of the Society.

Part 3 Meetings of Members

- 10** General meetings of the Society must be held at the time and place, in accordance with the Societies Act, that the directors decide.
- 11** Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12** The directors may, when they think fit, convene an extraordinary general meeting. The Directors shall convene an extraordinary general meeting upon receipt of a petition of 10% of members in good standing. The meeting shall be convened within the time frames stipulated in the Societies Act.
- 13** (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- (3) The Secretary shall give notice to the members, in accordance with clause 13(4), calling for submissions from the membership to be included on the agenda at the annual general meeting.
- (4) Notice of any members' meeting is deemed to have been given to every member if notice of the date, time and location of the meeting has been sent to every member of the Society who has provided an email address to the Society, by email to that email address, or where no email address exists the members physical mailing address, no later than three weeks before the meeting. Further, three weeks prior to such meeting, notice thereof shall be published, each week, in an issue of a newspaper customarily circulating in Kaslo and Area D, and on the Society's electronic website. In addition the Society shall endeavour to place a notice of the meeting on a centrally located bulletin board in the Village of Kaslo, Ainsworth, Argenta, Johnsons Landing, Cooper Creek, and Meadow Creek.
- (5) Notice of special resolutions, including copies of proposed amendments to the constitution, bylaws and the special resolutions shall be sent to a member at their electronic address, or in the absence of an electronic address to their physical mailing address in accordance with 13(4) above.
- (6) A special resolution requires the consent of 2/3 of the voting members present at a meeting.
- 14** An annual general meeting must be held at least once in every calendar year.

Part 4 Proceedings at General Meetings

- 15** Special business is
- (a) all business at an extraordinary general meeting except the adoption of rules of order, and
- (b) all business conducted at an annual general meeting, except the following:
- (i) the adoption of rules of order;
- (ii) the consideration of the financial statements;
- (iii) the report of the directors;
- (iv) the report of the auditor, if any;
- (v) the election of directors;
- (vi) the appointment of the auditor, if resolved by the members;
- (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 16** (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 10% of the membership in good standing.
- 17** If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting,

a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

- 18** Subject to bylaw 19, the president of the Society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
- 19** If at a general meeting
- (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
 - (b) the president and all the other directors present are unwilling to act as the chair, the members present must choose one of their number to be the chair.
- 20** (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
 - (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
- 21** (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- (2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.
- 22** (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hands unless a majority of members present requests voting by secret ballot.
 - (3) Voting by proxy is not permitted.

Part 5 Directors and Officers

- 23** (1) The number of directors must be a maximum of 9, unless changed in accordance with the Societies Act
- (2) At their first meeting after an election the directors shall select and appoint a president, vice president, secretary, treasurer.
- 24** (1) The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to
- (a) all laws affecting the Society,
 - (b) these bylaws, and
 - (c) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a general meeting.
- (2) A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25** (1) The term of a director shall be 2 years except where clause 25(3) applies.
- (2) The directors' terms shall be staggered so that in alternating years first 3, and then 4 directors' positions will be up for election at the Annual General Meeting.
 - (3) Where the number of vacancies on the Board exceeds either 3 or 4 directors as required in 25(2) above, after the election, the length of term each newly elected director shall serve, so as to comply with 25(2) above, shall be determined by giving the newly elected director with the most votes first choice of length of term, and the one with the next highest number of votes the next choice and soon.
 - (4) One Director shall be appointed at the pleasure of the Village of Kaslo and one Director shall be appointed at the pleasure of the Regional District Director for Area D.
 - (5) There shall be no nominations from the floor or debate on the nominations at the Annual General Meeting.

- (6) A Director(s) election may be by acclamation; otherwise it must be by secret ballot. If an election is to be by secret ballot it shall be in accordance with the following procedures:
 - (i) The Board shall appoint a balloting committee to oversee a director(s) election in accordance with these bylaws;
 - (ii) Balloting shall be in person.
- (7) When the number of candidates for office exceeds the number of vacancies, the Board shall appoint a balloting committee composed of:
 - (i). Returning Officer, and
 - (ii). The number of persons deemed necessary by the Returning Officer to operate the balloting procedures.
- (8) The Board shall supply the Returning Officer with written procedures that may be updated from time to time.
- (9) The Returning Officer shall cause ballots to be issued to members in good standing as they register for the AGM or election meeting, and shall also ensure that sufficient election workers are available to handout ballots, operate the election and conduct the count.
- (10) Members attaining good standing at the AGM or election meeting who are not on the voters list provided by the Returning Officer must provide proof of membership before receiving a ballot and the Returning Officer shall cause creation of a list of those members.
- (11) The Returning Officer shall create one voting station at the AGM or election meeting and shall have two election workers stationed at that voting station.
- (12) The Returning Officer will have the chair of the AGM or election meeting announce the time when the voting station is open and when it will close.
- (13) A member inadvertently spoiling their ballot while voting may return to the location where ballots are issued for another ballot. All spoiled ballots shall be kept in a separate envelope and handed over to the Returning Officer to be declared with the count.
- (14) Once the voting station is closed the Returning Officer and counters shall retire to a place to count the ballots and each candidate may have a scrutineer present to observe the count.
- (15) At no time may a scrutineer touch any of the ballots or verbally intervene during the count other than to answer questions put to them by the Returning Officer with regard to disputed ballots.
- (16) During the count, votes for each candidate shall be tabulated in blocks of up to 25 until the count for each candidate is complete and any disputed ballot shall be set aside.
- (17) Any disputed ballot shall then be examined by the Returning Officer who shall be the sole authority for designating the disposition of that ballot. In the event that a ballot remains in dispute, the Returning Officer shall place that ballot in a separate envelope with the name of the candidate disputing the ballot on the reverse side.
- (18) The Returning Officer shall then write down the results of the balloting on a reporting sheet, including the number of invalid, spoiled, disputed and rejected ballots, and transmit the results to the chair of the meeting. In the event that the AGM or election meeting has been adjourned, the Returning Officer shall transmit the results of the balloting to the chair of the Board.
- (19) Unless the number of disputed and rejected ballots equals or exceeds the numerical difference between an elected and an unelected candidate, the chair of the meeting or, if the meeting is adjourned, the chair of the Board shall then authorize that the balloting results be made known to the members. Thereafter the Returning Officer shall then ensure that results are posted at the electronic addresses of the Society, published in the appropriate printed media publication for Kaslo and Area D and filed in the binder at the Kaslo Library.
- (20) In the event that the number of disputed and rejected ballots equals or exceeds the difference between an elected and unelected candidate, the Returning Officer shall cause the ballots of those candidates to be recounted and shall then hold a meeting with the candidates concerned to determine a result.
- (21) Failing being able to determine a result, the Returning Officer shall then declare the election between those candidates void and recommend to the chair of the Board that a new vote be ordered between those candidates not elected at a date and time to be determined by the Board, no less than 60 days after the original election date. Those candidates not affected by the voiding decision shall be deemed to have been elected and shall take up their term of office, with only the disputed vacancy or vacancies remaining unfilled.
- (22) After an election, and upon ensuring that no candidate is going to dispute the election results, the Returning Officer shall ensure that all cast ballots are destroyed no later than 30 days after balloting day

and that all unused ballots are returned to the Society. A candidate wishing to dispute the result of the balloting must do so in writing to the Returning Officer within 48 hours of the count being declared.

(23) The Returning Officer shall then ensure that all ballot boxes, etc are returned to the Society office or the place from whence they came, and shall submit a final written report ending his or her appointment for that election. The report shall include the procedures followed, the election results and other appropriate comments about the conduct of the election for future reference, including any proposed changes to the written procedures for the Returning Officer.

26 (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.

(2) A director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but may run for re-election at the meeting.

27 An act or proceeding of the directors is not invalid merely because there are fewer than the prescribed numbers of directors in office.

28 The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

29 A director must not be remunerated for being or acting as a director, but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

Part 6 Proceedings of Directors

30 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

(2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.

(3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.

(4) A director may at any time, and the secretary, on the request of a director, must convene a meeting of the directors.

31 (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.

(2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.

32 A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.

33 The members of a committee may meet and adjourn as they think proper.

34 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

35 A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, fax or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,

(a) a notice of meeting of directors is not required to be sent to that director, and

(b) any and all meetings of the directors of the Society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.

(c) If a director misses 3 meetings in a row, they may be dismissed at the discretion of the Board.

36 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.

(2) In the case of a tie vote, the chair does not have a second or casting vote, and the motion fails.

37 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.

38 A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

Part 7 Duties of Officers

39 (1) The president presides at all meetings of the Society and of the directors.

(2) The president is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.

40 The vice president must carry out the duties of the president during the president's absence.

41 The secretary shall be responsible for overseeing the following:

- (a) conduct the correspondence of the Society,
- (b) issue notices of meetings of the Society and directors,
- (c) keep minutes of all meetings of the Society and directors, and
- (d) maintain the register of members,

42 The treasurer must ensure that the Society:

- (a) keeps the financial records, including books of account, necessary to comply with the Societies Act, and
- (b) renders financial statements to the directors, members and others when required,
- (c) submits monthly financial reports, for approval by the directors, at regular monthly meetings, such reports being a record of revenue and expenditures and cash balances, and
- (d) presents to the directors no more than 3 months after the Society's year end, statements for review before presentation at the annual general meeting.

43 The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.

44 In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

Part 8 Borrowing

45 In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.

46 The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

Part 9 Auditor

- 47** This Part applies only if the Society is required or has resolved to have an auditor.
- 48** The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 49** At each annual general meeting the Society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 50** An auditor may be removed by ordinary resolution.
- 51** An auditor must be promptly informed in writing of the auditor's appointment or removal.
- 52** A director or employee of the Society must not be its auditor.
- 53** The auditor may attend general meetings.

Part 10 Notices to Members

- 54** A notice, other than notice of a members' meeting pursuant to clause 13(4), may be sent to a member at their electronic address or, in the absence of an electronic address by mail, to the member at the member's physical mailing address.
- 55** A notice sent by electronic mail is deemed to have been given on the day the message is issued electronically, and in the case of physically mailing the notice by the seventh day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove that the notice was properly addressed, and put in a Canadian post office receptacle.
- 56** (1) Notice of a general meeting must be given to
- (a) every member shown on the register of members on the day notice is given, and
 - (b) the auditor, if Part 9 applies.
- (2) No other person is entitled to receive a notice of a general meeting.

Part 11 Bylaws

- 57** The Society shall, at all times, keep posted and available an up-to-date copy of the constitution and bylaws at its electronic addresses, registered address and in a binder at the Kaslo Library.
- 58** A Member in good standing is entitled, upon providing not less than seven (7) days notice in writing to the Society, to physically inspect any of the following documents and records of the Society at the Registered Address of the Society during normal business hours:
- (a) the Constitution and these Bylaws, and any amendments thereto;
 - (b) the statement of directors and registered office of the Society;
 - (c) minutes of any General Meeting, including the text of each resolution passed at the meeting;
 - (d) resolutions of the Voting Members in writing, if any;
 - (e) annual financial statements relating to a past fiscal year that have been received by the Members in a General Meeting;
 - (f) the register of Directors;
 - (g) the register of Members;
 - (h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
 - (i) copies of orders made by a court, tribunal or government body in respect of the Society;

- (j) the written consents of Directors to act as such; and
- (k) the disclosure of a Director or senior manager regarding a conflict of interest.

Except as expressly provided by statute or at law, a Member will not be entitled or have the right to inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a Member in good standing may request, in writing delivered to the Registered Address of the Society, to inspect any other document or record of the Society and the Board may allow the Member to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion. Copies of documents to which a Member is allowed to inspect may be provided on request by the Member for a fee to be determined by the Board, provided such fee does not exceed the limits prescribed by the Act.

59 The constitution and bylaws must not be altered or added to except by special resolution.

Angela Lund

To: Stuart J. Horn
Subject: RE: MFA Appointment of Member(s) and Notice of 2025 Member Meetings

From: MFA <mfaemail@mfa.bc.ca>
Sent: November 5, 2024 10:10 AM
Subject: MFA Appointment of Member(s) and Notice of 2025 Member Meetings
Importance: High

CAUTION This email originated from outside the organization. Please proceed only if you trust the sender.

Attention: Regional District, Chief Administrative Officer

Re: Municipal Finance Authority of BC Appointment of Member(s)

Good afternoon,

This is a reminder of the requirement to appoint a Member or Members to the Municipal Finance Authority of BC (MFA) **prior to February 28, 2025** for a period of approximately one year (*from date of appointment until a successor is appointed between November 2025 and February 2026*).

Under the *MFA Act*, all regional districts have at least one director appointed, based on population, with Fraser Valley and Capital having **two** and Metro Vancouver having **eleven** for a total of **40** Members of the Authority. The regional district may also appoint one alternate Member for each Member, to act in the case of necessary absence from a meeting of the Authority.

For your reference, please see attached the 2025 draft listing of Members of the Authority and alternates (including vote entitlement), as well as the MFA Governance Handbook.

Please complete the attached Member Appointment Record for your Member(s) and alternate(s) **AND** provide official appointment documentation on your regional district letterhead before February 28, 2025. Include full name, title, mailing address, telephone number and email address. Please send all correspondence by email to: mfa@mfa.bc.ca.

*****Appointed Members and alternates are requested to confirm acceptance of their appointment and preferred contact method by email to mfa@mfa.bc.ca by February 28, 2025.*****

Although our Act states that appointments are to be made no later than the last day of February, we strongly recommend this be completed at your earliest opportunity. This will ensure that Members can make their travel and accommodation arrangements for the MFA Financial Forum event and Annual General Meeting.

Notice of Annual General Meeting

Member representatives will attend the Annual General Meeting (April 23 & 24, 2025 Victoria) and the Semi-Annual Meeting (tentatively September 23, 2025, in conjunction with UBCM). Please reserve these dates in your calendars.

Event registration and accommodation details can be found here: www.civicinfo.bc.ca/event/2025/MFA

Financial Forum speakers and further event details will be shared in early 2025.

Please email any questions to mfa@mfa.bc.ca.

Kind regards on behalf of Peter Urbanc,



**Municipal Finance
Authority of BC**

Selina Pieczonka
Stakeholder Engagement Specialist

217 – 3680 Uptown Boulevard
Victoria, BC V8Z 0B9

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**MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA
MEMBERS OF THE AUTHORITY**

Regional District	Member Appointed	Alternate	2025 Vote Entitlement*
Alberni-Clayoquot			1
Bulkley-Nechako			1
Capital			5
Capital			4
Cariboo			2
Central Coast			1
Central Kootenay			2
Central Okanagan			5
Columbia Shuswap			2
Comox Valley			2
Cowichan Valley			2
East Kootenay			2
Fraser-Fort George			2
Fraser Valley			4
Fraser Valley			3
Kitimat-Stikine			1
Kootenay Boundary			1
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			4
Metro Vancouver			4
Mount Waddington			1
Nanaimo			4
North Coast			1
North Okanagan			2
Northern Rockies			1
Okanagan-Similkameen			2
Peace River			2
qathet			1
Squamish-Lillooet			2
Strathcona			1
Sunshine Coast			1
Thompson-Nicola			3



2025 ANNUAL GENERAL MEETING

MFA's Financial Forum & Annual General Meeting will be held April 23 & 24, 2025 at the Hotel Grand Pacific, 463 Belleville Street, in Victoria.

We will begin our event with a welcome reception from 4:00-6:00pm on Wednesday, April 23. On Thursday, April 24th, the Financial Forum will take place in the morning, prior to the Member meeting at 1:30pm. The event will conclude at 3:00pm on April 24th. A full event program will be provided in early 2025.

Registration:

Visit our event listing on CivicInfo to register: www.civicinfo.bc.ca/event/2025/MFA

Please note: One representative, either the appointed MFA Member or alternate member, is eligible for meeting remuneration and travel expense reimbursement according to MFA's *Trustee and Member Remuneration and Expense Claim Form*, found in the MFA Governance Handbook.

Accommodation:

A preferred group rate for reservations at the Hotel Grand Pacific will be available until March 20, 2025. Please call the hotel and quote '**Municipal Finance Authority**' to book member accommodation: (250) 386-0450 or email reserve@hotelgrandpacific.com

2025 SEMI-ANNUAL MEETING

The MFA Semi-Annual Meeting of the Members is tentatively scheduled for 4:30pm on September 23, 2025, in conjunction with the Annual UBCM Conference in Vancouver. Further details will be forthcoming.

Please direct any questions about Member activity and upcoming meetings to: mfa@mfa.bc.ca



**Municipal Finance
Authority of BC**

GOVERNANCE HANDBOOK 2025

MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

#217 - 3680 Uptown Boulevard
Victoria, BC V8Z 0B9

250.383.1181
mfa@mfa.bc.ca

mfa.bc.ca

Dear Member,

Congratulations on your recent appointment as Member of the Municipal Finance Authority of British Columbia (the MFA or MFABC). The MFA is proud of the strong growth it has exhibited in its service footprint and increasing impact on the financial health of local governments in BC. You have been called upon to assist in the governance of a unique organization to enhance the financial well-being of our communities.

The attached handbook is an orientation for new Members and Trustees. It provides a broad overview of the MFA's operations, governance structure, and the roles and responsibilities of Members and Trustees.

The Municipal Finance Authority of BC is a world-class co-operative financial institution owned and governed by its Members for the benefit of local governments throughout BC.

Our **mission** is to finance municipal infrastructure and provide other low-cost and reliable financial solutions tailor-made exclusively for BC's local governments. We do this by pooling our collective borrowing and investment needs, achieving scale and enhancing local government finance staff capacity. By helping local governments be more efficient, reduce their financial risks and save money, we reduce taxes for every citizen in our Province.

We offer three main **services**: reliable and low-cost borrowing solutions, the most suitable and best-in-class investment funds and finance-related training and educational programs.

We are owned by our local government clients and our motives are to always focus on what is best for them. We aim to offer municipalities the most cost-effective, transparent and relevant products while continuously evolving and improving our operations with a focus on reducing risks, enhancing our stability and better serve our clients.

The MFA provides **capital financing** for regional districts and member municipalities through the issuance of securities at a low cost in the institutional capital markets. The MFA continues to provide the **lowest municipal borrowing rates** in Canada for all local governments in British Columbia, regardless of loan or community size. Any excess income generated each year is retained for the benefit of all taxpayers in the Province.

We remain committed to maintaining the highest quality **investment products** to meet the needs of our local government partners - helping them continue to build and maintain the communities that result in a strong British Columbia. In 2023, MFA oversaw the management of \$5.3 billion of pooled investments on behalf of our members.

Finally, part of our mandate is to facilitate **financial education**, either directly or through our sponsorship of the many high-quality organizations supporting the local government sector in BC, including UBCM, GFOA, LGMA and LGLA. In addition to directly contributing over \$185,000 in 2023 to fund local government courses, programs, workshops, and conferences throughout the province, trustees and management contribute their time on behalf of the MFA at various local government events to enhance the financial knowledge of our members.

I wish to thank you in advance for your commitment to the good governance and strength of our unique organization and look forward to working with all of you in the year ahead.



Peter Urbanc
Chief Executive Officer

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Members of the Authority

A total of 40 Members of the Municipal Finance Authority are appointed to the Authority's Board of Members from each regional district board based on population.

Alberni-Clayoquot Regional District
Regional District of Bulkley-Nechako
Capital Regional District (2 Members)
Cariboo Regional District
Central Coast Regional District
Regional District of Central Kootenay
Regional District of Central Okanagan
Columbia Shuswap Regional District
Comox Valley Regional District
Cowichan Valley Regional District
East Kootenay Regional District
Regional District of Fraser-Fort George
Fraser Valley Regional District (2 Members)
Regional District of Kitimat-Stikine
Regional District of Kootenay Boundary
Metro Vancouver (11 Members)
Regional District of Mount Waddington
Regional District of Nanaimo
North Coast Regional District
Regional District of North Okanagan
Northern Rockies Regional Municipality
Regional District of Okanagan-Similkameen
Peace River Regional District
qathet Regional District
Squamish-Lillooet Regional District
Strathcona Regional District
Sunshine Coast Regional District
Thompson-Nicola Regional District

General Member and Trustee Information

Member Representation

Member Representatives are appointed to the MFA’s Board of Members from BC’s 28 regional district boards based on population. In 2023, the Capital Regional District appoints two Members, Fraser Valley Regional District appoints two Members, the Metro Vancouver Regional District appoints eleven, and the balance of Members are appointed from the remaining regional districts to make up the 40 Members of the Authority. It is strongly recommended that each regional district representative have an alternate Member appointed.

While members are selected by their regional district boards and trustees are elected from among the appointed members, the MFA supports and encourages consideration of diversity, equity, and inclusion in both Member appointments and the election of Trustees.

Member/Trustee Role - Overview

A critical function of the MFA and its Members is to review funding requests from regional districts and to approve the issuance of a debenture to fund them. This process takes place twice yearly, during the Annual General Meeting (April) and Semi-Annual Meeting (September), where Members attend and participate in the following actions by vote:

- Adoption of minutes from the previous Members meeting
- Approval of the Financial Statements for previous year
- Review of Pooled Investment Reports for previous year
- Election for Chair, Vice Chair, and Trustees
- Review requests for financing
- Adoption of resolution to authorize the issue and sale of debentures.
- Approval of the annual tax levy rates
- Approval of the annual operating budget

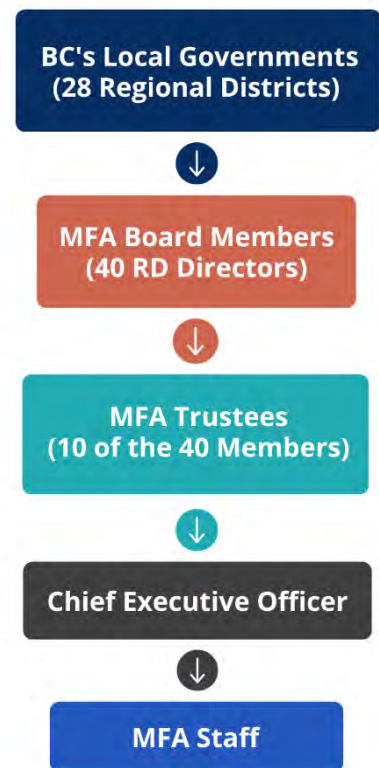
Member/Trustee Requirements

Members must be citizens of BC, able to devote sufficient time to board affairs, and willing to fairly and uniformly apply local government acts, regulations, and procedures.

Members may not be employed by a public or private enterprise or hold a position in private or public enterprise with duties that would be incompatible with the duties of their respective boards.

Ten trustees are elected each year from among the 40 Members. Trustees provide a more hands-on governance role than Members, who typically only meet twice per year. The term of a Trustee begins at the AGM and runs until new Trustees are elected at the subsequent AGM. Historically, several Trustees have been re-elected for multiple terms, in some cases for 10 years or even longer. This has led to invaluable continuity and stability of governance.

MFA Organizational Chart



The MFA is a complex organization and benefits from Trustees willing to commit the effort to learn about its many intricacies.

Member/Trustee Responsibilities

The Members, including the Board of Trustees, have four primary responsibilities:

- Board Governance
- Assurance of Executive Performance
- Organizational Oversight
- Linkage with the Membership

Board Governance

The Board of Trustees takes the necessary steps to ensure that the Members are knowledgeable about the Authority, including its culture, services, and the roles, responsibilities and performance of the Members.

Meeting Procedure Bylaws and Trustee Code of Conduct Policy can be found in the Appendices at the end of this handbook.

Assurance of Executive Performance

The Board of Trustees does not do the work of the Authority but ensures the work is carried out through delegation to the Chief Executive Officer. The MFA Act also refers to this position as the Secretary-Treasurer. The Chief Executive Officer is responsible for ensuring adequate staffing and expertise is in place to support the Authority's goals. The performance of the Authority is monitored by the Chief Executive Officer through reporting and ongoing performance appraisal.

The Board of Trustees is responsible for the selection or termination of the Chief Executive Officer and subsequent recommendation to the Members for approval.

Organizational Oversight

Members have a fiduciary responsibility to the Authority and are responsible for assuring that the Authority is fiscally sound and operated within procedures and policies that are judicious, prudent, and ethical.

While the Members have the ultimate responsibility for the Authority, the oversight function is delegated to the Board of Trustees, the roles of which include defining policy and setting the strategic direction of the Authority.

The Members review certain actions of the Board of Trustees as stated in the *MFA Act*. The Board of Trustees is powered to act between Member meetings and under circumstances when a full Member meeting is not possible.

The Members are responsible for electing the Chair, the Acting Chair, and the Trustees at the Annual General Meeting.

The Members must review and vote on all reports and recommendations put forward at the Annual General Meeting and the Semi-Annual Meeting.

The Members must review all client requests for financing and vote on the issue and sale of securities to cover the client requests put forward at the Annual General Meeting and the Semi-Annual Meeting.

Linkage with BC Local Governments

The Members must develop and maintain healthy relationships with membership, and through their connections, help the Authority keep in touch with current issues and set strategic direction.

All Members should clearly understand that their role is to act in the broad, best interest of the membership, supporting directions that serve all Members, clients, and types of institutions. Members should not act in a limited or representative role reflective of their own other affiliations.

It is expected that all Members will act as emissaries to help the Authority make connections with various constituencies with which a given Member may have special connections, and occasionally represent the Authority in making presentations, etc.

It is incumbent upon each Member to express their individual viewpoint in all discussions; however, once the Board collectively arrives at a position, it is expected and appropriate that all Board members publicly express their assent and support for the decision of the Board. Members are not expected, nor will they be asked to participate in fund raising, dues solicitation, etc. On some occasions, a Member may be asked to represent the MFA at a conference, but no active solicitation or any kind of philanthropy is involved in this role.

Member Responsibilities at Member Meetings

A Member is expected to attend all Member meetings. It is understood that other commitments will occasionally preclude attendance; however, Members who will be absent should inform their designated alternate of their need to attend in the Member's stead. If a Trustee will be absent from a Trustee meeting the alternate may not attend the Trustee meeting on their behalf.

We encourage participation by all Members at the meetings. If you are uncertain of terminology, have any concerns or questions, please ask the Chair in an orderly manner. Subsequently, if you have any concerns or questions prior to the meeting the Chair or Chief Executive Officer may be of assistance.

Meeting Agendas and Minutes

All Members are recommended to read this Member Orientation Handbook and all supporting materials included in the meeting report package to maximize the quality of the discussion, and to reduce the length of Member or Board of Trustees meetings.

Agendas and report packages are sent by email one week prior to the meeting (unless otherwise noted). They are sent to the email address provided by the regional district for the Member in the appointment letter. If it is required that meeting materials be sent to an alternate email address, this must be specified in the appointment letter, Member Contact Information Form, or communicated to the Authority's administration. **Please note that printed copies will not be available at the meetings.**

Minutes are recorded and reviewed by the Chief Executive Officer and annually by the Authority's external audit firms. Requests for previous minutes may be initiated through the Chair or Chief Executive Officer.

Annual and Semi-Annual Member Meetings

The AGM must be held before May 15th each year, and the Semi-Annual Meeting is held in September of each year, in conjunction with the annual Union of BC Municipalities conference.

Annual General Meeting

The Annual General Meeting agenda regularly consists of, but is not limited to, the following:

- Minutes from the previous Member meeting
- Approval of the Financial Statements for previous year
- Review of the Pooled Investment Reports for previous year
- Election for Chair, Vice Chair, and Trustees (1 CRD; 4 GVRD; 5 elected)
- Review requests for financing
- Adoption of resolution to authorize the issue and sale of debentures.
- Approval of the annual tax levy rates
- Approval of the annual operating budget

Semi-Annual Meeting

The Semi-Annual Meeting agenda regularly consists of, but is not limited to, the following:

- Minutes from the previous Member meeting
- Review requests for financing
- Adoption of resolution to authorize the issue and sale of debentures.

Video/Conference Calls

Conference calls or video meetings may be required to address time-sensitive issues where in-person attendance is not feasible or cost-effective.

Annual Financial Forum

A Financial Forum may be held in conjunction with the AGM. The Forum was established to inform the Members on subjects of interest relating to our business and their communities. We welcome input from our Members if there is a topic they feel would be of interest. There is no registration fee for the Financial Forum and all interested individuals are welcome; however, registration is required to gauge seating and catering requirements.

Remuneration & Expenses for Member/Trustee Meetings

All Members who attend a meeting as the Regional District representative may claim for cost of travel and expenses as well as remuneration.

If a Member is unable to attend a Members' meeting, the alternate may attend and claim expenses and remuneration. Both may attend the meeting; however, only one attendee is eligible for remuneration and travel reimbursement.

If Trustees attend a conference call or virtual meeting, Trustees recorded as attending are not required to fill out an Expense Claim Form, but rather are automatically paid full day' (AGM) / half days' (SAGM) remuneration and meeting preparation amounts. If you are not on the call, you may not claim for conference call or virtual meetings.

For in person meetings, Members must complete all Expense Claim Forms **within 30 days** of the meeting. This ensures that organizational accounting is up to date. Expense Claim Forms (see Appendix 5) and expense receipts may be submitted in person at the meeting, or following it by mail or email, however **submission by email is preferred**. If a meeting falls in December, that Expense Claim Form should be completed prior to the end of the year to ensure that T4 Slips are accurate and may be sent out in a timely manner for Income Tax purposes. A deadline will be given to submit claims and receipts before the year-end cut-off date.

Election of the Chair and Board of Trustees

The Board of Trustees, which has a Chair, Vice-Chair (Acting Chair) and eight members, is elected annually by the Members at the Annual General Meeting (AGM). Any Member may run for a Trustee position; however, based on population, the Capital Regional District is guaranteed one seat and the Metro Vancouver Regional District will have four seats. Each Member participates in the vote and ballots are based on population within their regional district. Changes in official census population results will not affect the size of the Board of Trustees; however, it may result in changes to the composition of the Members of the Authority.

Ballots for purposes of the vote will be available for each Member at their seat. The scrutineer will count the ballots and report back to the Chief Executive Officer (Secretary) in the case of an election for Chair, or report back to the Chair in the case of an election for Trustee or Vice Chair, each of whom will declare the result of the election as appropriate. The election scrutineer will be a representative(s) from the Authority's external audit firm.

Election of the Chair

Section 4 (1) of the *Act* states: At its first meeting, to be held no later than May 15 in each year, the Members of the Authority must elect one of their Members as Chair to hold office until a successor is elected and for this purpose each Member has one vote. The Chair of the Authority is also the Chair of the Trustee Board. The Chair assumes the oversight of the election of the Board of Trustees.

Election Procedure

The Chief Executive Officer and Secretary conduct the election of the Chair and will call for nominations for the office of the Chair of the Authority. Following the first call, there will be a second call for nominations, followed by a third and final call for nominations. If there is more than one name in nomination, each candidate will be given up to 2 minutes to speak. The candidates will speak in order of nomination. The scrutineer will report back to the Chief Executive Officer and Secretary who will declare the result of the election.

Election of Board of Trustees

Section 7 (2) of the *Act* states: At its first meeting in each year, the authority must elect the required number of trustees to hold office for that year or until their successors is elected. Furthermore, the Board of Trustees consists of the Chair of the Authority and 9 other Members of the Authority, so that the Trustees are from the following three divisions:

- a) Four members of the Authority representing the Greater Vancouver Regional District,
- b) One member of the Authority representing the Capital Regional District, and
- c) Five members of the Authority from among the members representing the remaining regional districts.

Trustees can only be selected from among members of the Authority, not alternate members.

The election is conducted by weighted vote, based on the population of each regional district. Votes are allocated to each member with no member having more than 5 votes.

Election Procedure

The Chair conducts the election of the Board of Trustees for each of the above three divisions. For each division, there will be a call for nominations, followed by a second, third and final call for nominations. If an election is required for each of the divisions, each candidate will be given up to 2 minutes to speak. The candidates will speak in order of nomination. The scrutineer will report back to the Chair who will declare the result of the election.

Election of the Vice-Chair of the Authority

Members Meetings Procedure By-laws provide for the election of a Vice-Chair also called the Acting Chair. The Vice-Chair has, during the absence or illness or other disability of the Chair, all powers and is subject to the same rules as the Chair. The Vice Chair must be elected as a Trustee first.

The election is conducted by weighted vote, based on the population of each regional district. Votes are allocated to each member with no member having more than 5 votes.

The Vice Chair must be elected from amongst the Trustees.

Election Procedure

The Chair conducts the vote for the election of the Vice-Chair. There will be a call for nominations, followed by a second, third and final call for nominations. If a vote is required, each candidate will be given up to 2 minutes to speak. The candidates will speak in order of nomination. The scrutineer will report back to the Chair who will declare the result of the election.

About the MFA

The Municipal Finance Authority of BC (MFA) was created for BC's local governments by BC's local governments. The MFA is an organization designed to enhance the financial well-being of local governments. By pooling the needs and financial strength of British Columbia's local governments, we provide access to the lowest borrowing costs together with a suite of low-cost investment products tailored for municipal reserve managers. We are a unique organization in Canada and reflect the forward-thinking collaboration that BC communities exemplify.

History & Guiding Legislation

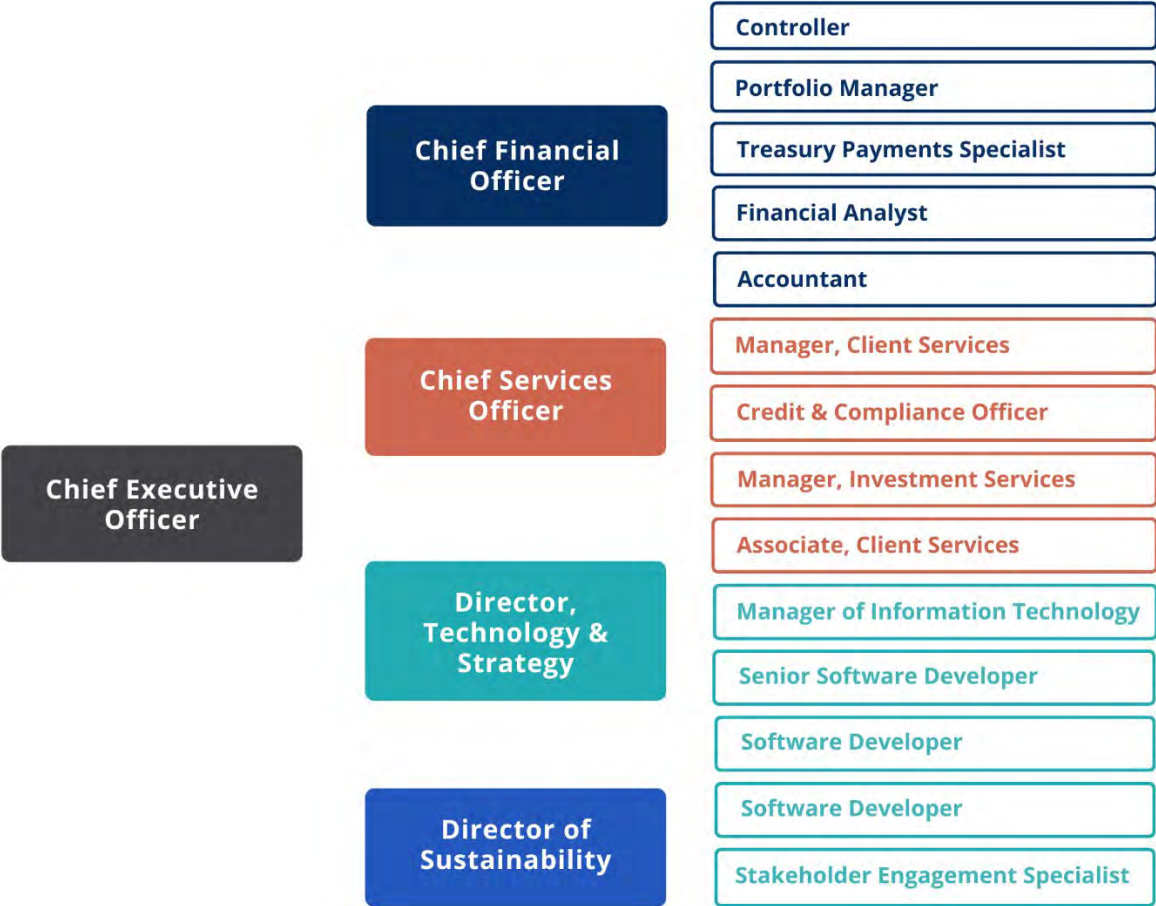
The *Municipal Finance Authority Act* (the Act) was passed in 1970 and remains the main guiding legislation for the MFA. Other notable provincial legislation that integrates with the MFA is the *Local Government Act*, the *Community Charter*, *Hospital Act*, *School Act*, *Emergency Communications Act*, and the *South Coast British Columbia Transportation Authority Act*.

The creation of the MFA fulfilled the need for a new system to provide debt financing to BC local governments. The MFA implemented a collective structure where local government financing needs would be pooled and a debenture sold to investors semi-annually to raise funds, allowing local governments in BC to access financing efficiently without the need of Provincial Government guarantees.

During the span of nearly 50 years, the MFA’s scope has grown. In 1989, the Act was amended to allow us to offer pooled investments and short-term financing. Soon after, the long-term program was extended to additional types of government-linked entities such as water and sewer utilities, E-COMM (South Western BC’s Emergency Services), and the Greater Vancouver Transit Authority amongst others. In 1995, the MFA began to offer lease-financing to its clients. As needs evolved, the MFA has responded by offering a wider array of products and services to a larger cohort of clients.

As our mandate grew, so did the organization. In 2000, the MFA consisted of 5 full-time staff members, by the end of 2009 that number grew to 9. In 2013, the MFA moved from its downtown Victoria office to its current location at 3680 Uptown Boulevard. This allowed us to add additional capacity and the staff complement grew to 13 by year-end 2018. Today, the MFA is led by Chief Executive Officer Peter Urbanc, who joined the organization in 2016, and is supported by 16 full-time employees. As the MFA has augmented its team to accommodate new goals and challenges, our emphasis has evolved to concentrate on organizational resilience and excellence. By adding to our team, we have increased our capacity to pursue new programs and refine our existing service model, while gaining access to expanded skillsets and fresh perspectives.

Staff Organizational Chart



MFA Services and Process Overview

The following sections briefly discuss the key processes the MFA and its stakeholders complete to approve loan requests and to issue a debenture to fund them. Through the MFA's collective model local governments can access to low-cost capital without the need for Provincial guarantees or other forms of higher-level governmental support.

Basic Funding Process

Throughout the year, the MFA works with your finance staff to help them develop their borrowing strategy and navigate the unique local government borrowing process in BC. The MFA also works with the Ministry of Municipal Affairs and Housing to review funding requests from local governments and other authorized entities. After MFA management has verified the legality of these requests, they are reviewed first by the Trustees and then by the Members at the Annual and/or Semi-Annual Members Meeting(s).

At each meeting, authorization is then given to the MFA to issue a debenture. We subsequently issue a bond (or bonds) to be sold to institutional investors around the world. It is the proceeds from the sale of these public market bonds that fund the loan package to Members. This process of packaging loans together as a collective of local governments and borrowing via large bond issues to fund those loans, provides BC local taxpayers with the most cost-effective (lowest coupon and lowest transaction fees) access to municipal borrowing in Canada.

Figure 1 below provides a basic illustration of how local governments obtain financing through the MFA, as well as the broader funding system.

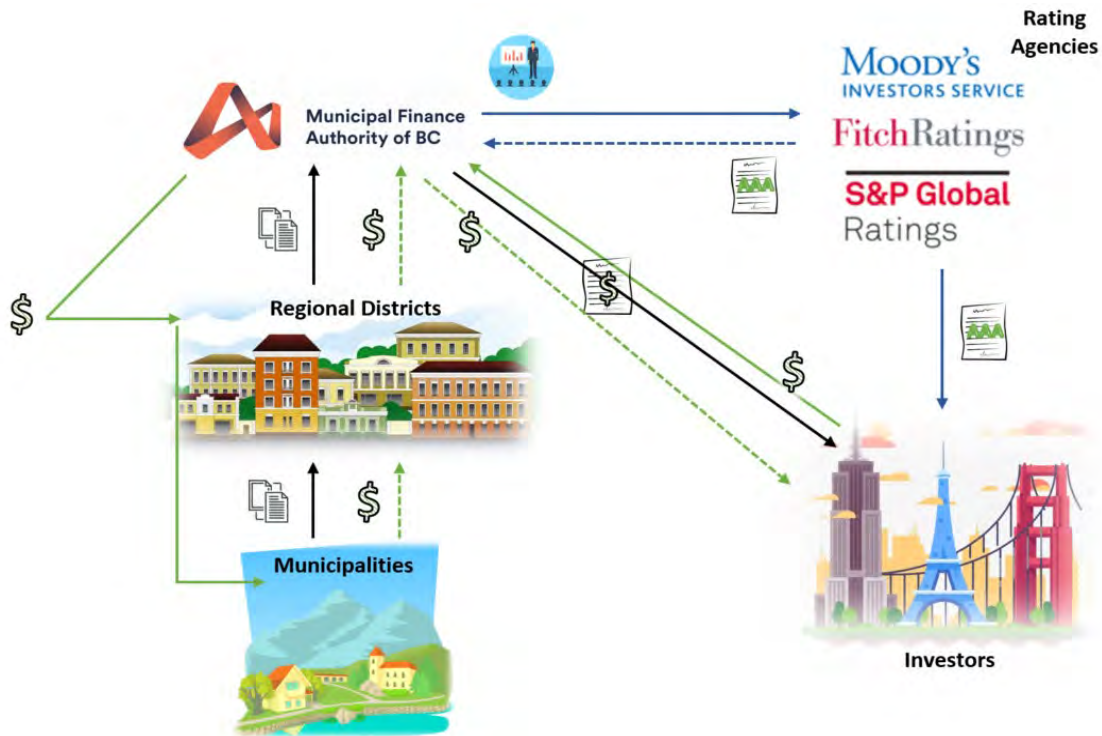


Figure 1. *Basic Funding Cycle graphic*

Capital Financing

Long-term capital financing is the original objective of the Authority. Prior to the formation of the MFA, municipalities had challenges in financing capital projects, particularly rural local governments. Access to funding was limited, and the process to issue debentures was onerous and costly. Those realities exposed municipalities to a variety of risks including uncertain interest rates and market conditions.

Currently, all long-term capital financing (5 to 30 years) for municipalities and regional districts, must be funded through the MFA. Borrowers receive the certainty of fixed-term financing at low rates while investors have access to high quality debenture issuances.

A key aspect of borrowing in the capital markets is our ongoing updates and communications to rating agencies and bond investors. On an annual basis, the MFA presents its operational results to rating agencies such as Moody's, Standard & Poor's, and Fitch. The rating agencies provide an independent assessment of MFA's credit worthiness or our ability to pay back investors (bondholders) principal and interest when due. Our operational excellence and ability to impose tax on all real estate in BC if needed to cover bond payments, combined with the strong underlying fundamentals of the BC local government sector, have historically resulted in AAA ratings, the highest available, from all rating agencies.

While bondholders rely on credit ratings, most large institutional investors also undertake their own due diligence regarding our organization to make decisions about buying MFA bonds. These organizations often require a full annual review of each credit in their portfolios; therefore, face-to-face communication is crucial with existing investors, and to attract new investors into our bonds. Having a large buyer base of investors lowers MFA's cost of borrowing while increasing our ability to issue bonds in difficult market conditions. We employ an active investor relations program to answer any questions and continuously refine our borrowing program to meet specific investor needs.

Debt Reserve Fund & Sinking Funds

Excluded from Figure 1 is the MFA's management of a "debt reserve fund" (DRF) and sinking funds (SF). These two distinct funds enhance the financial strength of the Authority with a capital base and ensure that we do not default on principal and interest payments to bondholders.

One percent of long-term monies borrowed by local governments are held in the **DRF**. This cash is invested and at the end of the repayment period the 1% withholding is returned to the borrower, along with any net investment earnings.

During the repayment period, borrowers make semi-annual interest payments and once-yearly principal payments. The interest payments are used to pay the bondholders. The principal amount is not due to bondholders until the maturity of the bond, and thus those amounts are collected and held in a **SF**. The SF is invested with the aim to reduce the total borrowing cost for local governments, as these funds and associated earnings are applied against the principal balance. All excess earnings are returned to borrowers once they have repaid their loan.

Both the DRF and the SFs provide a pool of liquid funds available to cover bond interest payments in the event of *any* possible default. In this way, this capital base acts as an 'insurance policy' for investors. In the history of the MFA, these funds have never been accessed to pay bondholders and no defaults have ever occurred.

MFA's Short-term Financing Options

In addition to long-term capital financing (LT) described previously the MFA also offers short-term financing (ST) and equipment financing (EF). A key difference between the LT option and ST/EF is that local governments may borrow for short term purposes outside of the MFA. LT financing for capital projects through a loan authorization bylaw (5 years or more) MUST be funded through the MFA while short term borrowing can be obtained via the MFA or a private sector financial institution. Practically speaking, however, it is very rare for MFA clients to get short term financing from any other source at a better cost than through the MFA.

While the MFA funds LT through debenture issuance, ST and EF requests are funded through MFA's commercial paper (CP) issuance.

In 2003, the MFA began raising capital through the issuance of commercial paper in the Canadian money market for its ST & EF programs. Prior to this, money was raised through chartered banks but was considered more expensive than issuing securities under the MFA's own name. The program has grown over the years to its maximum authorized limit of \$1.25 billion. With MFA participating in the market weekly, investors have access to high-quality investments that are liquid and fully supported by a large dealer network. The MFA is able to provide low and competitive short-term financing rates due in part to our excellent commercial paper credit ratings, Moody's P-1 and Standard & Poor's' A-1+.

Short-term Financing

The *Municipal Finance Authority Act* was amended in 1990 to authorize the MFA to provide short-term (ST) financing to local governments. Two years later, the Act was further amended to allow the MFA to provide ST financing to additional types of organizations (e.g., Hospital Districts, School Districts). The MFA's Internal Credit Committee reviews and approves short-term financing applications and presents those loans quarterly to the Trustees. The use of the proceeds from ST borrowing is restricted by legislation:

- Temporary Capital
 - (e.g., construction financing prior to long-term debt,)
- Short-term Capital
 - (e.g., borrowing less than 5 years)
- Revenue Anticipation
 - (e.g., temporary tax-receipt funding, current operating expenditures)

Equipment Financing (formerly the Leasing Program)

In 1995, MFA began to offer a leasing program which provided local governments with the ability to finance short-term debt for capital expenditures. In 2016, the leasing format was migrated to a more streamlined Equipment Financing platform. This change simplified the borrowing process and resulted in cost-savings for our clients.

Commonly financed assets, from office equipment to fire trucks, are eligible for MFA's equipment financing program. The cost of borrowing in both the EF and ST programs is calculated monthly, but EF loans feature a structured monthly principal and interest payment, whereas ST borrowing requires monthly payments of interest only.

MFA's Investment Products

An amendment to the *Municipal Finance Authority Act* in 1988 provided the MFA with the authorization to provide Pooled Investment Fund alternatives for BC's local governments and this service is a growing component of MFA's operations. The investment activities of the pooled investment funds are governed by the *Municipal Finance Authority Act*, section 16. The Investment Advisory Committee, made up of the Board of Trustees, meets with management and the Fund Managers to review the performance of the funds and considers whether changes to the funds are appropriate. The Investment Policy Objectives and Guidelines outlines each fund's objectives and guidelines.

In 2018, the MFA established two **Pooled High Interest Savings Accounts** to provide additional investment options for our clients. In 2021, a third fund was added. These accounts offer competitive rates and full liquidity in safe and highly rated Canadian chartered banks.

MFA launched a **Pooled Mortgage Fund** in 2020 that provides yield and diversification benefits by capitalizing on the illiquidity premium offered by the Canadian commercial mortgage market. In May 2021, our clients requested a fund that would provide for high security and liquidity, especially during the pandemic. We tilted our existing Intermediate Fund to a new **Government Focused Ultra Short-term Bond Fund** to include investments in government bonds and a smaller portion in the top six chartered banks.

Several Members had been asking that MFA provide a fund that would not invest in securities of issuers directly involved in the extraction, processing and transportation of coal, oil, or natural gas (fossil fuels). In May 2020, we opened the **Fossil Fuel Free Short-term Bond Fund**, the first fixed income fund of this type in Canada. In addition to this fund, MFA has launched two new Pooled Investment Funds - the **Diversified Multi-Asset Class Fund ("The DMAC Fund" or "DMAC")** in January 2022, and the Fossil Fuel Free **Diversified Multi-Asset Class Fund** in September 2023. Designed specifically for long-term investing of funds not needed for 10 years or longer, it provides a low-cost / best-in-class investment pool for BC's local governments. Although the Fund is available as an option to all of our clients for a portion of their overall investments, it is not suitable for all local governments. Members need to carefully determine whether long-term investment in the DMAC Fund is appropriate for their own circumstances.

Investment Offerings

Local Governments have a variety of investment options as permitted by the Community Charter and Local Government Act, including the funds and accounts created by the MFA. Our collective structure gives us much greater negotiating power than any individual municipality would have on its own and ensures our clients pay the lowest available cost for professional investment services. Our goal is to provide a mix of options that optimize diversification while keeping costs very low. We are continuously aiming to refine existing funds and create additional options to meet client's needs. All current options are listed below:

- **Money Market Fund**
- **Government Focused Ultra Short-term Bond Fund**
- **Short-term Bond Fund**
- **Fossil Fuel Free Short-term Bond Fund**
- **Pooled Mortgage Fund**
- **Diversified Multi-Asset Class Fund (DMAC)**
- **Fossil Fuel Free Diversified Multi-Asset Class Fund**
- **(3) Pooled High Interest Savings Accounts**

Appendices

Appendix 1: Municipal Finance Authority Act

Visit the official website of the Government of British Columbia to view the current *Act*.

MUNICIPAL FINANCE AUTHORITY ACT

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96325_01

Appendix 2: Members Meetings Procedure Bylaw

MFABC Members Meetings Procedure Bylaw No. 1,2021 (amending No.1, 2016)
Member Approval Date: March 25, 2021

MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

MEMBERS MEETINGS

PROCEDURE BYLAW

Bylaw No. 1,2021 (2016) being a bylaw to amend, restate and replace Bylaw No.1 2016 that regulates the proceedings of meetings of the Members of the Municipal Finance Authority of British Columbia

The Municipal Finance Authority of British Columbia, for the purposes of regulating its proceedings of its Members, enacts as follows:

1. DEFINITIONS

In this Procedure Bylaw governing the conduct of Members meetings (Procedure Bylaw):

“Act” means the *Municipal Finance Authority Act*;

“Alternate Member” means the person appointed by the regional board of each regional district, in accordance with the *Act*, to attend and act on behalf of a Member in the absence of the Member from a meeting of the Members;

“Board of Trustees” means the collective of the Trustees elected annually by the Members of the MFABC;

“First Meeting” means the earliest meeting of Members in a given calendar year to be held no later than May 15 of that year;

“Chair” means one member elected annually at the first meeting of the Members of the MFABC to act as the Chair of the MFABC;

“Member” means the persons appointed by the regional board of each regional district, in accordance with the *Act*;

“MFABC” means the Municipal Finance Authority of British Columbia;

“Secretary” means the secretary of the MFABC;

“Trustee” means the Members elected annually at the first meeting of the Members to hold office on the Board of Trustees;

“Vice-Chair”, also called the “Acting Chair”, means one Trustee elected annually at the first meeting of the Members .

2. ELECTION OF CHAIR

- 2.1 Pursuant to the *Act*, the Members must elect one of their number as Chair at the First Meeting.
- 2.2 Any Member may be nominated as Chair. The nomination need not be seconded but must be accepted by the Member so nominated.
- 2.3 The election of the Chair will be determined on the basis of one vote per Member.
- 2.4 The Chair will hold office until a successor is elected.

3. ELECTION OF VICE-CHAIR

- 3.1 The Members must also elect one of the Trustees as Vice-Chair at the First Meeting.
- 3.2 Any Trustee may be nominated as Vice-Chair. The nomination need not be seconded but must be accepted by the Trustee so nominated.
- 3.3 Pursuant to the *Act*, the election of the Vice-Chair will be determined on the basis of a weighted vote.
- 3.4 The Vice-Chair will hold office until a successor is elected.

4. SCHEDULING MEETINGS

- 4.1 Regularly scheduled meetings of the Members shall be at the call of the Chair.

5. PUBLIC MEETINGS

- 5.1 Meetings of the Members will be held in person or by an electronic or virtual method, or a combination of methods as determined by the Chair and be open to the public unless otherwise determined by the Members. All discussions and decisions made during a meeting that is closed to the public shall be held in confidence.

6. NOTICE OF REGULAR MEETINGS

- 6.1 At the direction of the Chair, the Secretary shall provide notice of a regular meeting of the Members. Notice must be provided at least five (5) clear calendar days before the date of the meeting.
- 6.2 Notice of the meeting will be delivered to the email address provided by each Member and:
 - (a) Will state the date, time, method and location of the meeting;
 - (b) Will state the items to be addressed in the agenda of the meeting; and
 - © Additional items may be added to the agenda with the unanimous approval of the Members present at the meeting.
- 6.3 Members or Alternate Members must attend regular meetings in person, or by an electronic or virtual method, or a combination of methods.

7. URGENT MEETINGS

- 7.1 In the event of an urgent situation, the Chair, or any six (6) Members may direct the Secretary to provide notice of the date, time and location and method of a meeting with less than five (5) clear calendar days' notice.
- 7.2 The notice of the urgent meeting will indicate the agenda items to be addressed and only those matters will be dealt with at the meeting subject to a unanimous resolution by those Members present at the meeting to place an additional item on the agenda.
- 7.3 Members or Alternate Members must attend urgent meetings in person, or by an electronic or virtual method, or a combination of methods.

8. RULES OF CONDUCT

- 8.1 The Chair will preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside.
- 8.2 In the absence of the Chair and Vice-Chair, the Members present shall elect a Member to act as Chair for the meeting.
- 8.3 The Chair, Vice-Chair or the Member presiding over the meeting (referred to as "Presiding Member" in this Section) will preserve order and decide all points of order that may arise during the meeting.
- 8.4 Any Member may appeal a decision of the Presiding Member. On an appeal, the question "Will the Chair be sustained?" will be immediately put by the Presiding Member and decided without debate provided that:
 - (a) The Presiding Member cannot vote on the appeal of a point of order;
 - (b) If the vote on an appeal of a point of order is equal, the ruling of the Presiding Member is sustained; and
 - (c) The Presiding Member will be governed by the weighted vote of the majority of those present at the meeting.

9. QUORUM

- 9.1 The quorum necessary for the transaction of business at a meeting of the Members is a majority of the Members.

10. RESOLUTIONS

- 10.1 A resolution must be moved and seconded before the matter is debated or determined.
- 10.2 A resolution that has been moved and seconded may be withdrawn at any time by the mover, with the unanimous consent of those Members present at the meeting.
- 10.3 During the debate on a resolution, the only motions that may be made are to refer, amend, table or defer it, adjourn the meeting, or call the question.

- 10.4 Any Member may request that a resolution that contains multiple parts be divided and that the question on each be called separately.

11. VOTING

- 11.1 The number of votes to which a Member is entitled will be determined in accordance with the *Act*.
- 11.2 Once moved and seconded, a resolution must be approved by a simple majority of the weighted votes of the Members, unless otherwise indicated herein.
- 11.3 Unless a Member present expressly casts a contrary vote, the Member will be considered to have voted in the affirmative.
- 11.4 In the event of an equal number of votes for and against a question, it shall be defeated, except as provided herein.

12. NOTICE OF MOTION

- 12.1 Any Member desiring to bring a matter before a meeting of the Members shall do so by way of a notice of motion.
- 12.2 A notice of motion may be introduced by a Member by providing the Secretary with a signed copy of such motion, and the Secretary shall add the motion to the agenda for the meeting. If the motion is provided with less than five (5) clear calendar days prior to a regular meeting, any Member may have the matter referred to the next regularly scheduled meeting.

13. RECONSIDERATION

- 13.1 A motion to reconsider a matter that has previously been decided by the Members may be moved at the same meeting or at a subsequent meeting by a Member who previously voted with the prevailing side provided that no steps have been taken to implement the matter previously decided.
- 13.2 A motion to reconsider may be seconded by any Member.
- 13.3 After the motion to reconsider has been moved and seconded, the mover must provide the justification for reconsidering the previous decision. The motion to reconsider shall be decided by vote without debate or amendment.
- 13.4 If the motion to reconsider is carried, the original motion shall be reconsidered as the next item of business and all regular rules of debate and voting shall apply.

14. CONFLICT OF INTEREST

- 14.1 The "Conflict of Interest" provisions of the *Community Charter* shall apply to Members.

15. MINUTES

- 15.1 The Secretary or his/her designate will attend all meetings of the Members and record the business and proceedings thereof.

- 15.2 The names of Members voting for and against a motion will not be recorded in the minutes unless explicitly requested by a Member.
- 15.3 The minutes of the previous meeting of Members will be considered for adoption at the next regular meeting. The Chair and Secretary shall sign the minutes following their adoption.

16. ENACTMENT OF BYLAWS

- 16.1 Any Bylaw of the MFABC must be adopted at a meeting of the Members.
- 16.2 A Bylaw shall be introduced and read a first time by a motion.
- 16.3 The motion for the subsequent readings and adoption of the Bylaw may be made at the same meeting where the Bylaw is introduced and read a first time or at a subsequent meeting.
- 16.4 Once adopted, the Bylaw must be signed and sealed by the Chair and the Secretary.

17. SUPPLEMENTARY PROVISIONS

- 17.1 In the event of a situation that is not contemplated by the provisions of this Procedure Bylaw, the “Council Proceedings” provisions of the *Community Charter*, shall apply.
- 17.2 In the event of a situation that is neither contemplated by the provisions of this Procedure Bylaw, nor the “Council Proceedings” provisions of the *Community Charter*, the rules governing the Legislative Assembly of the Province of British Columbia shall apply.

Appendix 3: Board of Trustees Meetings Procedure Bylaw

MFABC Board of Trustees Meetings Procedure Bylaw No. 2, 2021 (amending No.2, 2016)

Member Approval Date: March 25, 2021

MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

MEMBERS MEETINGS

PROCEDURE BYLAW

Bylaw No. 1,2021 (2016) being a bylaw to amend, restate and replace Bylaw No.1 2016 that regulates the proceedings of meetings of the Members of the Municipal Finance Authority of British Columbia

The Municipal Finance Authority of British Columbia, for the purposes of regulating its proceedings of its Members, enacts as follows:

1. DEFINITIONS

In this Procedure Bylaw governing the conduct of Members meetings (Procedure Bylaw):

“Act” means the *Municipal Finance Authority Act*;

“Alternate Member” means the person appointed by the regional board of each regional district, in accordance with the *Act*, to attend and act on behalf of a Member in the absence of the Member from a meeting of the Members;

“Board of Trustees” means the collective of the Trustees elected annually by the Members of the MFABC;

“First Meeting” means the earliest meeting of Members in a given calendar year to be held no later than May 15 of that year;

“Chair” means one member elected annually at the first meeting of the Members of the MFABC to act as the Chair of the MFABC;

“Member” means the persons appointed by the regional board of each regional district, in accordance with the *Act*;

“MFABC” means the Municipal Finance Authority of British Columbia;

“Secretary” means the secretary of the MFABC;

“Trustee” means the Members elected annually at the first meeting of the Members to hold office on the Board of Trustees;

“Vice-Chair”, also called the “Acting Chair”, means one Trustee elected annually at the first meeting of the Members .

2. ELECTION OF CHAIR

- 2.1. Pursuant to the *Act*, the Members must elect one of their number as Chair at the First Meeting.
- 2.2. Any Member may be nominated as Chair. The nomination need not be seconded but must be accepted by the Member so nominated.
- 2.3. The election of the Chair will be determined on the basis of one vote per Member.
- 2.4. The Chair will hold office until a successor is elected.

3. ELECTION OF VICE-CHAIR

- 3.1. The Members must also elect one of the Trustees as Vice-Chair at the First Meeting.
- 3.2. Any Trustee may be nominated as Vice-Chair. The nomination need not be seconded but must be accepted by the Trustee so nominated.
- 3.3. Pursuant to the *Act*, the election of the Vice-Chair will be determined on the basis of a weighted vote.
- 3.4. The Vice-Chair will hold office until a successor is elected.

4. SCHEDULING MEETINGS

- 4.1. Regularly scheduled meetings of the Members shall be at the call of the Chair.

5. PUBLIC MEETINGS

- 5.1. Meetings of the Members will be held in person or by an electronic or virtual method, or a combination of methods as determined by the Chair and be open to the public unless otherwise determined by the Members. All discussions and decisions made during a meeting that is closed to the public shall be held in confidence.

6. NOTICE OF REGULAR MEETINGS

- 6.1. At the direction of the Chair, the Secretary shall provide notice of a regular meeting of the Members. Notice must be provided at least five (5) clear calendar days before the date of the meeting.
- 6.2. Notice of the meeting will be delivered to the email address provided by each Member and:
 - (a) Will state the date, time, method and location of the meeting;
 - (b) Will state the items to be addressed in the agenda of the meeting; and
 - (c) Additional items may be added to the agenda with the unanimous approval of the Members present at the meeting.
- 6.3. Members or Alternate Members must attend regular meetings in person, or by an electronic or virtual method, or a combination of methods.

7. URGENT MEETINGS

- 7.1. In the event of an urgent situation, the Chair, or any six (6) Members may direct the Secretary to provide notice of the date, time and location and method of a meeting with less than five (5) clear calendar days' notice.
- 7.2. The notice of the urgent meeting will indicate the agenda items to be addressed and only those matters will be dealt with at the meeting subject to a unanimous resolution by those Members present at the meeting to place an additional item on the agenda.
- 7.3. Members or Alternate Members must attend urgent meetings in person, or by an electronic or virtual method, or a combination of methods.

8. RULES OF CONDUCT

- 8.1. The Chair will preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside.
- 8.2. In the absence of the Chair and Vice-Chair, the Members present shall elect a Member to act as Chair for the meeting.
- 8.3. The Chair, Vice-Chair or the Member presiding over the meeting (referred to as "Presiding Member" in this Section) will preserve order and decide all points of order that may arise during the meeting.
- 8.4. Any Member may appeal a decision of the Presiding Member. On an appeal, the question "Will the Chair be sustained?" will be immediately put by the Presiding Member and decided without debate provided that:
 - (d) The Presiding Member cannot vote on the appeal of a point of order;
 - (e) If the vote on an appeal of a point of order is equal, the ruling of the Presiding Member is sustained; and
 - (f) The Presiding Member will be governed by the weighted vote of the majority of those present at the meeting.

9. QUORUM

- 9.1. The quorum necessary for the transaction of business at a meeting of the Members is a majority of the Members.

10. RESOLUTIONS

- 10.1. A resolution must be moved and seconded before the matter is debated or determined.
- 10.2. A resolution that has been moved and seconded may be withdrawn at any time by the mover, with the unanimous consent of those Members present at the meeting.
- 10.3. During the debate on a resolution, the only motions that may be made are to refer, amend, table or defer it, adjourn the meeting, or call the question.

- 10.4. Any Member may request that a resolution that contains multiple parts be divided and that the question on each be called separately.

11. VOTING

- 11.1. The number of votes to which a Member is entitled will be determined in accordance with the *Act*.
- 11.2. Once moved and seconded, a resolution must be approved by a simple majority of the weighted votes of the Members, unless otherwise indicated herein.
- 11.3. Unless a Member present expressly casts a contrary vote, the Member will be considered to have voted in the affirmative.
- 11.4. In the event of an equal number of votes for and against a question, it shall be defeated, except as provided herein.

12. NOTICE OF MOTION

- 12.1. Any Member desiring to bring a matter before a meeting of the Members shall do so by way of a notice of motion.
- 12.2. A notice of motion may be introduced by a Member by providing the Secretary with a signed copy of such motion, and the Secretary shall add the motion to the agenda for the meeting. If the motion is provided with less than five (5) clear calendar days prior to a regular meeting, any Member may have the matter referred to the next regularly scheduled meeting.

13. RECONSIDERATION

- 13.1. A motion to reconsider a matter that has previously been decided by the Members may be moved at the same meeting or at a subsequent meeting by a Member who previously voted with the prevailing side provided that no steps have been taken to implement the matter previously decided.
- 13.2. A motion to reconsider may be seconded by any Member.
- 13.3. After the motion to reconsider has been moved and seconded, the mover must provide the justification for reconsidering the previous decision. The motion to reconsider shall be decided by vote without debate or amendment.
- 13.4. If the motion to reconsider is carried, the original motion shall be reconsidered as the next item of business and all regular rules of debate and voting shall apply.

14. CONFLICT OF INTEREST

- 14.1. The "Conflict of Interest" provisions of the *Community Charter* shall apply to Members.

15. MINUTES

- 15.1. The Secretary or his/her designate will attend all meetings of the Members and record the business and proceedings thereof.

- 15.2. The names of Members voting for and against a motion will not be recorded in the minutes unless explicitly requested by a Member.
- 15.3. The minutes of the previous meeting of Members will be considered for adoption at the next regular meeting. The Chair and Secretary shall sign the minutes following their adoption.

16. ENACTMENT OF BYLAWS

- 16.1. Any Bylaw of the MFABC must be adopted at a meeting of the Members.
- 16.2. A Bylaw shall be introduced and read a first time by a motion.
- 16.3. The motion for the subsequent readings and adoption of the Bylaw may be made at the same meeting where the Bylaw is introduced and read a first time or at a subsequent meeting.
- 16.4. Once adopted, the Bylaw must be signed and sealed by the Chair and the Secretary.

17. SUPPLEMENTARY PROVISIONS

- 17.1. In the event of a situation that is not contemplated by the provisions of this Procedure Bylaw, the "Council Proceedings" provisions of the *Community Charter*, shall apply.
- 17.2. In the event of a situation that is neither contemplated by the provisions of this Procedure Bylaw, nor the "Council Proceedings" provisions of the *Community Charter*, the rules governing the Legislative Assembly of the Province of British Columbia shall apply.

Appendix 4: Code of Conduct and Conflict of Interest Policy for Board of Trustees

CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY FOR BOARD OF TRUSTEES OF THE AUTHORITY	
Effective Date: May 11, 2021	Approved By: Board of Trustees

GENERAL GUIDANCE

This policy applies to Trustees of the Municipal Finance Authority of BC (MFA). Exceptions to this policy will be determined by the Board of Trustees, or in the case of urgency, the Chair with written communication to the Trustees forthwith.

1. INTRODUCTION AND OVERVIEW

The Municipal Finance Authority of British Columbia (“MFA”) is committed to conducting its affairs to the highest standards of ethics, integrity, honesty, fairness and professionalism. This Code of Conduct and Ethics (the “Code”) applies to all members of the Board of Trustees (“Trustees”). Compliance with this Code is part of your due diligence with MFA. All newly elected Trustees must review and attest to compliance with this Code. Where the appropriate conduct is unclear or ambiguous, Trustees must seek the advice of the Chair or CAO.

2. DUTIES

The Trustees recognize that their duties include, but are not limited to, the following:

2.1 Duty of Loyalty

- Trustees must act honestly, in good faith, and in the best interests of MFA. In placing the interests of the MFA ahead of their own personal or business interests, Trustees must:
 - Be honest in their dealings within MFA and with others on behalf of MFA;
 - Maintain the confidentiality of information received by them in their capacity as Trustees. This duty survives a Trustee’s term with the MFA and applies to all information whatsoever concerning MFA’s business and includes agendas, minutes of meetings, reports and legal advice;
 - Avoid situations where they could profit at the expense of MFA or otherwise put themselves in a position where there is an actual or reasonably apprehended conflict between their own private interests and the best interests of MFA; and
 - Whenever they have private or personal interests in any issue, refrain from allowing that interest to influence a decision.

2.2 Duty of Care

- Trustees owe a duty of care to MFA and must exercise the degree of skill and diligence that a reasonably prudent individual would exercise in comparable circumstances.

2.3 Duty to Disclose

- A Trustee has a duty to make full and complete disclosure to the Chair and the CAO as soon as reasonably practicable of any direct or indirect pecuniary interest that a Trustee may have with respect to any transaction that MFA has or may enter into or any other conflict of interest that the Trustee perceives may exist or come into existence between his private interests and those of MFA, including not only pecuniary interests, but also interests arising out of kinship, friendship, membership of an association, society or other organized group (in this section called a “Conflict”); situation where a third party might have a reasonable apprehension or perception of a Conflict by a Trustee; and state of facts which might give rise to a Trustee having a bias with respect to any decision or recommendation to be made or action taken by a Trustee or the Trustees which would give rise to a reasonable apprehension or perception of bias on the part of the Trustee.
- If a Conflict presents itself, a trustee must recuse themselves from discussions and not influence voting on the issue in any way.
- A Trustee must inform the Chair and the CAO if the Trustee has been charged with a criminal offence during his/her tenure as Trustee.
- Trustees must be aware of and abide by Sections 105 and 106 of the B.C. Community Charter dealing with “Restrictions on accepting gifts” and “Disclosure of gifts”.
- For the purpose of this Code, a Trustee will not have a Conflict or a bias solely by virtue of being a mayor or a member of a council of a municipality or a chair or vice-chair or member of a board of directors of a regional district.

3. HARASSMENT AND DISCRIMINATION

- All individuals must be treated fairly, equitably, with decency and with the utmost respect. Harassment or discrimination of any sort will not be tolerated.

4. GIFTS, BENEFITS AND ENTERTAINMENT

- Trustees must treat with extreme caution any offer or gift, favour or hospitality that is made to them personally. The person or organization making the offer may be doing or seeking to do business with MFA, or may be looking for some other kind of decision. Working lunches and/or other social occasions arranged or authorized by the MFA are a proper way of doing business, provided that no extravagance is involved. Each Trustee is personally responsible for all decisions made with respect to gifts, favours or hospitality, including the acceptance or refusal of tokens of goodwill on special occasions and for avoiding the risk of damage to public confidence in MFA.
- The receipt or offer of gifts shall be reported to the Chair and the CAO.

5. TRAVEL AND ACCOMMODATIONS

- Trustees generally must not accept travel and accommodations offered purely for their personal use because of their relationship with MFA. The Chair of the Authority or the Board must approve any exceptions.
- Trustees must scrupulously observe MFA's travel and expenses policies. A copy of MFA's travel and expense form, including the terms and conditions, is attached hereto as Schedule A.

6. END OF TERM OF TRUSTEE

- Trustees must not hold themselves out as Trustees of MFA or otherwise connected with MFA after the expiry or other termination of their term. This requirement includes a positive obligation to disabuse any third party of the notion that the former Trustee is still a Trustee or is still in any way connected to or has influence with MFA after the expiry of the Trustee's term.

7. PARTICIPATION

- Trustees shall demonstrate their commitment to the Authority by demonstrating a high priority of participation in Board and Committee meetings through high levels of attendance. Physical attendance at regularly scheduled Board meetings, the Annual General Meeting and the Semi-Annual meeting is the preferred
- Trustees shall prepare themselves for all Board and Committee meetings by familiarizing themselves with the meeting's agenda and background materials to the greatest extent possible, with the goal of discussing the issues and business addressed at the meetings.
- Trustees shall focus on the discussions at hand and be prepared to deal with issues that may not be easily solvable.

8. RESPECT

- Trustees shall express their opinions, unencumbered, yet always with the goals of flexibility and compromise whenever achievable by remaining open to differing viewpoints.
- Trustees shall work with and respect the opinions of their peers and leave personal prejudices out of all Board and Committee discussions.
- Trustees shall observe parliamentary procedures and display courteous conduct in all Board and Committee meetings toward each other and toward staff.

9. SUPPORT

- Trustees shall support, in an affirmative manner, all decisions made by the Board, even when they may be in a minority position with respect to any such decision.
- Trustees shall represent the Authority and the Board in a positive and supportive manner at all times and in all places.

- Trustees shall exercise the duties and responsibilities of their office with integrity, collegiality and care.

10. GOVERNANCE

- Trustees shall ensure that the Board performs its duties of governance.
- Trustees shall ensure that they understand their legal obligations to the Authority and that they ensure those obligations are upheld.
- Trustees shall place the Authority's and its Board's interests before their own personal interests.
- Trustees shall remove themselves from situations where their continued presence on the Board may cause embarrassment to the Authority or undermine the confidence of their peers.

11. ADMINISTRATION

- Trustees shall actively support staff by providing overall direction, resources and time frames to achieve the identified vision and ends of the Authority.
- Trustees shall not privately or publicly undermine actions taken by the Authority to implement programs and achieve the objectives contained in the Authority's plans and budgets as approved by the Board.
- Trustees shall recognize the difference between the role of the Board to set policies and strategic objectives, and the role of the staff to implement same.
- Individual Trustees shall not create any additional work for staff without the approval of the CAO.

12. CONFIDENTIALITY

- Trustees shall maintain, at all times, the confidentiality of all confidential information and records of the Authority and must not make use of or reveal such information or records except in the course of performance of their duties or unless the documents or information become a matter of general public knowledge.
- Trustees shall not use confidential information obtained through their association with the Authority to further private interests.
- Trustees shall treat Board discussions as a "safe haven" for the benefit of their peers and the Authority and shall not repeat any discussions concerning the Authority's business and practices, or any discussions of a personal nature of their peers and the Authority in a public setting.

13. MEDIA

- In general, the Chair or the CAO are the spokespersons for any discussions with the media when it comes to discussing MFA business.
- Individual Trustees shall inform the Board and the CAO as soon as possible if he/she has made material comments to the media or make themselves available for interviews by the media on behalf of the Authority without prior approval by the Chair.

- Trustees and Members shall ensure that any comments made by them to the media outside of the context of the Authority’s business and practices is attributed to them in their personal capacity and not in their capacity as Trustees.

14. PROPERTY

- Trustees are entrusted with the care, management and cost-effective use of the Authority’s property and resources, including the use of the Authority’s name, and should not make significant use of these resources for their own personal benefit or purposes.
- Trustees shall ensure that all Authority property assigned to them is maintained in good condition, and shall be accountable for such property.

15. POLITICAL PARTICIPATION

- Trustees are encouraged to participate fully as private citizens in the democratic process at any level, including campaigning in elections and running for or holding public office. However, Trustees engaging in such political activity shall take care to separate their personal activities from their association with the Authority.
- Trustees shall ensure that any views they express in the context of their political participation is clearly and unequivocally stated to be that Trustee’s personal views and not the views of the Authority.

16. OTHER REQUIREMENTS

- The Code does not attempt to deal specifically with all aspects of the conduct required of Trustees. Situations may arise where it is difficult for a Trustee to determine with certainty the correct action to follow. In such case, the Trustee should consult with the Board of Trustees so that all interests are fully recognized and properly served. If time does not permit consultation with the Trustees, the chair or the vice-Chair may be consulted instead, and the discussion will be reported to the Trustees at the next Board meeting.

17. ADDITIONAL POLICIES

- This Code outlines basic principles that apply generally to the Trustees. In addition, the Trustees may from time to time adopt various policies, guidelines and procedures applicable to specific topics and activities with which all Trustees will be expected to comply.

APPROVAL HISTORY

Approved By:	Date:
Board of Trustees	December 4, 2018
Board of Trustees	May 11, 2021



Municipal Finance
Authority of BC

**TRUSTEE AND MEMBER REMUNERATION
AND EXPENSE CLAIM FORM**

NAME: _____

ADDRESS: _____

Departure Date		Time	
Return Date		Time	

Remuneration Allowance		
Trustee Meeting ____ day(s) ②		\$
Annual General Meeting ②		\$
Semi-Annual Meeting ③		\$
Extended Travel ____ day(s) ④		\$
Special Business ____ day(s) ⑤	Description: _____	\$
TOTAL REMUNERATION		\$ 0

Airfare	from: _____	to: _____	Total Cost	\$
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Accommodation	No. of Nights ④ ⑩: _____	Total Cost	\$
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Meal Allowance & Incidentals ⑦					
Date	Breakfast	Lunch	Dinner	Incidentals	Total Cost
					\$ 0
					\$ 0
					\$ 0
					\$ 0
TOTAL MEAL ALLOWANCE & INCIDENTALS					\$ 0

Other Transportation (taxi, public transit, ferries)	Total Cost	\$
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Mileage ⑧	Mileage Rate @ \$ ____/km	Total kms: _____	Total Cost	\$ 0
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Other Costs: _____	Total Cost	\$
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TOTAL EXPENSES	\$ 0
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TOTAL REMUNERATION AND EXPENSES	\$ 0
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SIGNATURE: _____ **Date:** _____

For MFA Internal Use:

APPROVED BY: _____ **PROCESSED BY:** _____ **CHEQUE/EFT NO:** _____

Municipal Finance Authority of BC Trustee and Member Remuneration & Expense Claim Policy

General:

1. This policy is to establish direction and guidance for the remuneration and reimbursement of expenses incurred by Trustees and Members while attending a meeting solely on the business of the Municipal Finance Authority (MFA).

Remuneration:

2. "Remuneration Allowance" is paid at the following rates (current as at April 2024):

Meeting Type	Rate	Meeting Prep	Total Remuneration
Trustee	\$260 half day/\$375 full day	\$173	\$433 half day/\$548 full day
Special Business/Extended Travel	\$260 half day/\$375 full day	\$0	\$260 half day/\$375 full day
Semi-Annual Meeting	\$260	\$173	\$433
Annual General Meeting	\$375	\$173	\$548

For Trustee meetings, on the day of if the meeting combined with travel to the meeting is four hours or less, the half day Trustee rate should be claimed. If the travel combined with the meeting time is greater than four hours, the full day Trustee rate should be claimed.

3. Where a Member or a Trustee is attending the Semi-Annual Meeting held in conjunction with the Annual Convention of the Union of BC Municipalities (UBCM) and the Member or Trustee is also a delegate to the UBCM Convention on behalf of a Regional District Board or Municipal Council, only remuneration will be paid as shown above. If the Member or Trustee has travelled for the sole purpose of the Semi-Annual Meeting and does not attend the UBCM convention, they may claim remuneration and expenses as stated in this policy.
4. For travel time required before and/or after the meeting date, "Extended Travel" remuneration for Members and Board of Trustees may be claimed. This claim is only available for those who require extra travel time due to distance from the event (for example timing of flights and/or ferries). If travel time is four hours or less, the half day rate should be claimed.
5. The Chair and Trustees are permitted to claim "Special Business" remuneration and meal allowance for meetings and/or special business, when requested to do so, related to their roles on behalf of the MFA. For meetings or events less than four hours, the half day rate should be claimed.
6. Where a Member or Trustee attends a meeting virtually or by conference call, the recorded roll call for the minutes will be conclusive and remuneration will be paid automatically at the remuneration rates as shown above.

Expenses:

7. Meal allowance and incidentals are based on meals and incidentals daily totals from the [National Joint Council Directive, Appendix C \(Canada & US\) and Appendix D \(International\)](#). The Member or Trustee is not eligible for reimbursement where meals are provided. Meal allowances may be claimed while on "Extended Travel" as per note 4.
8. Members and Trustees are permitted to claim additional expenses for travel to and from meetings. Reimbursement will be provided to cover a maximum of:
 - a. Actual and reasonable hotel room expense and hotel tax based on single occupancy.
 - b. Return economy air fare including air porter charges (taxi or shuttle) from the airport to the MFA office, meeting location or hotel. If continuous air travel exceeds four hours, premium economy may be taken. Continuous travel exceeding nine hours may be by way of business/executive class.
 - c. Mileage based on [Canada Revenue Agency's acceptable non-taxable mileage rates](#). If the cost of driving the entire way is less than the cost of air fare, the kilometre charge will be accepted.
 - d. Ferry charges (car and Member only), road tolls, and parking fees from the Member's or Trustee's place of origin to the airport and return. Car rental is permitted with prior written authorization.
9. Members and Trustees are required to submit claims within 30 days of the meeting date. Recorded roll call in the minutes will be conclusive of attendance and permit the claim. If two cheques are required to cover expenses, separate expense claim forms must be completed for each claim. Expense claims may be submitted by email with scanned receipts; however, the receipts must be retained in the event of a CRA audit. If you prefer not to retain receipts, please submit your expense claim by mail with accompanying original receipts.

Annual General Meeting:

10. Where a Member or Trustee requires accommodations during the Annual General Meeting, they are requested to book their own accommodation at the recommended hotel at the discounted single rate. Members and Trustees will be covered for one night accommodations unless otherwise required (due to extended travel).

Appendix 6: Board of Trustees Meeting Calendar



**Municipal Finance
Authority of BC**

Tentative Trustee Meeting Dates 2025

Date	Potential Agenda Items	Location
April 24, 2025 Thursday (AGM)	Brief trustee meeting for Trustee Borrowing Resolution following Annual General Meeting of Members	Victoria
June 10, 2025 Tuesday	CEO Report, First Quarter Financial Results, Credit Ratings Update, Capital Adequacy Update, Business Plan Progress Update, Loan Review, PIF Quarterly Reporting and Updates, IT Update, Proposed Trustee Meeting Dates	Virtual*
September 10, 2025 Wednesday <i>(2nd day after Labour Day long weekend)</i>	CEO Report, Second Quarter Financial Results, Preliminary Requests for Financing, Loan Review, PIF Quarterly Reporting and Updates, Business Plan Progress Update, IT Update	Virtual*
September 23, 2025 Tuesday** (Semi-Annual)	Brief trustee meeting for Trustee Borrowing Resolution immediately following Semi-Annual Meeting of Members	Victoria (UBCM)**
December 9, 2025 Tuesday	CEO Report, Third Quarter Financial Results and Draft 2026 Annual Budget, Audit Planning, Business Plan Progress Update, Loan Review, PIF Quarterly Reporting and Updates, IT Update, In Camera – HR discussion, Lunch with MFA staff	Victoria

Additional virtual meetings may be scheduled as needed.

**Meetings will alternate between virtual and in-person unless otherwise stated*

***In conjunction with UBCM, tentative date*

Appendix 6: Glossary of Terms

1. **Bond** – an interest-bearing certificate (usually a fixed rate for a fixed time period).

2. Yield vs. Coupon Rate

i.e. MFABC 5.25% (the coupon rate) due June 1, 2009

- i) If bonds are purchased at Par (100 cents on the dollar), then Coupon rate (5.25%) = Yield (5.25%)
- ii) If bonds purchased at a Discount (less than 100 cents paid per \$1 of bond), then Yield (greater than 5.25%) exceeds Coupon rate (5.25%)
- iii) If bonds purchased at a Premium (greater than 100 cents paid per \$1 bond), then Yield (below 5.25%) is less than Coupon Rate (5.25%)

Note: Yield and Bond price are inversely related: As bond prices increase, Yields decrease (and vice-versa).

3. Bid and Ask Prices

- i) Bid – the price per \$100 of bonds a purchaser is willing to pay.
- ii) Ask – the price per \$100 of bonds a seller is willing to sell for.

4. Basis Point (B.P.)

One basis point = 1/100 of one percent = .0001

Annual interest cost of 1 B.P. per \$100 Million = \$10,000

5. Bull/Bear Markets

- i) Bull – A market where prices are (or are expected to be) rising, and therefore yields (costs of issuing debt) are falling.
- ii) Bear – A market where prices are (or are expected to be) declining and therefore yields (costs of issuing debt) are rising.
- iii) Bullish – optimistic; expect prices to increase (yields to decrease).
- iv) Bearish – pessimistic; expect prices to decline (yields to increase).

6. Private Placement

The sale of debt to a limited number of investors. Does not have to comply with all the rules and regulations of a public issue (therefore, may save costs re: issuing debt).

7. Syndicate

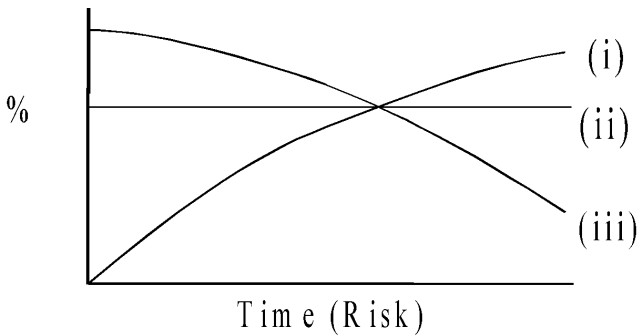
Group of financial institutions (RBC, Scotia, BMO, etc.) which guarantee to buy (“underwrite”) a debt issue from the issuer at a specified price; they then resell the bonds in the public market.

Price paid to MFA = resale price to public less Syndicate Commissions

8. Yield Curve

A graph that plots “yield vs. time”. Three main types:

- i) Positively sloping – yields increase as time increases
- ii) Flat – one yield rate for all time periods
- iii) Inverse sloping – yields decrease as time increases



9. Benchmark/Spreads

- i) Benchmark – the Government of Canada bond used to determine the price and yields of an MFA debt issue.
- ii) Spread – the number of Basis Points between the Benchmark issue’s yield and the MFA issue’s yield (i.e. cost of issuance):

Benchmark:

Canada 5.50% (coupon) due June 1, 2009, yield	5.72% (yield)
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MFA spread:

Province of BC to Canada	+	0.38 (38 BP’s)
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MFA to Province of BC	+	<u>0.02 (2 BP’s)</u>
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MFA issue’s yield	<u>6.12%</u>
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Note: MFA spread equals: MFA yield (6.12%) minus Benchmark (5.72%) = 40 BP’s

Contact



**Municipal Finance
Authority of BC**

Municipal Finance Authority of British Columbia

217-3680 Uptown Blvd
Victoria, BC V8Z 0B9

mfa.bc.ca

Phone: 250-383-1181
Fax: 250-384-3000
Email: **mfa@mfa.bc.ca**

Please direct all Member and Trustee enquiries to this address

MIABC Board of Directors

Terms of Reference

The Board of Directors

Purpose of the Board

The Board of Directors' (the "Board") primary role is to foster the safety and soundness of the Municipal Insurance Association of B.C., consistent with its mandated objectives and accountability, on behalf of its members. The Board provides oversight and guidance for the conduct of the business of the MIABC and for management, which is responsible for the day-to-day conduct of that business. The Board carries out these duties through policy-making, guidance of the strategic planning process, and performance monitoring; the responsibility for leading the organization to achieve Board-approved directions is delegated by the Board to the Chief Executive Officer.

Duties and Responsibilities

Operating at a strategic, policy-setting level, the Board has the responsibility to *define and approve* the broad parameters within which the management team operates, in the following areas:

- the selection, assessment, compensation, and (if necessary) replacement of the Chief Executive Officer;
- succession planning with respect to the CEO;
- succession planning with respect to Board membership, including:
 - the development of a director profile
 - the intention to build a Board that, collectively, brings a balance of expertise, skills, experience, and perspectives, taking into consideration the MIABC's mission, purpose, and strategy;
- the MIABC's mission and purpose;
- the development of short- and long-term enterprise-wide business objectives, strategies, and plans (capital, financial, liquidity), including the Risk Appetite Framework (see Appendix);
- The appointment of a Chief Risk Officer (CRO) responsible for oversight of all relevant risks across the organization;
- the MIABC's annual budget;
- the controls, codes, or guidelines governing ethical conduct, conflict of interest, and similar concerns;
- the functions and processes within or external to MIABC that provide the level of controls and independent enterprise-wide oversight required;
- the external audit plan, including audit fees and the scope of the audit engagement;

-
- regular assessment of the effectiveness of the MIABC's oversight functions and processes, using benchmarking analysis by external advisors periodically;
 - significant strategic initiatives and transactions; and
 - appropriate orientation and training opportunities, both internal and external, for both Board and staff in order to provide for education, development, effectiveness and transition.

Operating at an oversight and guidance level, the Board has the responsibility to *review and discuss* the following areas that are primarily the responsibility of Senior Management:

- organizational structure;
- significant operational and business policies;
- implementation of internal controls, including their effectiveness;
- compliance with legal and regulatory requirements, including reporting, monitoring, and accountability obligations;
- the integrity of financial statements, financial information systems, internal financial controls, projections, forecasts, and audited statements, as well as the reliability of non-financial information;
- monitoring and evaluation of the MIABC's performance relative to the Board-approved business strategy and Risk Appetite Framework, and revision and alteration of direction through management when necessary;

In addition, the Board has the responsibility to:

- regularly assess its own effectiveness in fulfilling its responsibilities;
- ensure the MIABC has an effective communications strategy;
- be aware of current best practices related to corporate governance that are applicable to MIABC, and adopt those that are appropriate; and
- report annually to the MIABC members at an annual general meeting.

Board Independence

The Board of MIABC is independent from Senior Management. The roles of Chair and CEO are separate, and the Board's behaviour and decision-making process are objective and effective. This independence is further enhanced by the practice of having portions of regularly scheduled Board and Board Committee meetings that include sessions without Senior Management present.

The Board Chair

The Role of the Chair

The Chair of MIABC provides experienced, skillful leadership to the Board of Directors, the Chair is responsible for ensuring that the Board of Directors are aware of and fulfill their governance responsibilities; comply with applicable laws, bylaws, and regulations; conduct board business effectively and efficiently; and are accountable for their performance to the members of the MIABC. The Vice-Chair performs the duties and takes on the responsibilities of the Chair in his or her absence. While fulfilling this role, the Vice-Chair is an ex-officio member of Board Committees.

Duties and Responsibilities

Working with the Chief Executive Officer

The Chair is the primary liaison between the Board and the Chief Executive Officer (CEO). In this capacity, the Chair will:

- have periodic discussions with the CEO regarding MIABC issues and progress;
- have access to all institutional information and staff;
- lead the Board in monitoring and evaluating the performance of the CEO;
- oversee the search for a new CEO;
- foster a constructive, harmonious relationship between the Board and the CEO;
- foster direct and ongoing dialogue with regulators;
- act as a sounding board and counselor for the CEO, including helping to identify problems, reviewing strategy in light of Board policy, maintaining accountability, building relationships, and ensuring that the CEO is aware of concerns of the Board and the members the MIABC serves; and
- assist the CEO in conducting new Director orientation.

Working with the Board

The Chair provides leadership to the Board and establishes a culture of active and constructive board engagement. In this capacity, the Chair will:

- assist the CEO in preparing the agendas for Board meetings;
- preside over meetings of the Board of Directors and the Executive Committee:
 - chairing meetings according to accepted rules of order;
 - encouraging all members to participate through open discussion and debate;
 - controlling discussion appropriately;
 - dealing with dissent productively;
 - working toward consensus;

- arriving at decisions in an orderly, timely, and democratic manner;
- convene special meetings as necessary;
- appoint all Committee Chairs and, with the CEO, recommend Committee membership;
- serve as an ex-officio member of Board Committees; and
- periodically consult with Directors on their roles and help them assess their performance.

Working with the Members and others

The Chair ensures that the MIABC maintains positive and productive relationships with its member municipalities and other organizations. In this capacity, the Chair will:

- ensure that there is timely and appropriate reporting of Board decisions and actions to members;
- act as authorized spokesperson for the Board and as an alternate spokesperson for the Association when appropriate, representing the MIABC to members, other orders of government, and the media on policy matters; and
- build and maintain a sound working relationship with these groups and organizations.

The Individual Director

The Role of Individual Directors

Individual directors, working together, execute the responsibilities of the MIABC Board. Board effectiveness depends upon all directors understanding their responsibilities and adhering to a high standard of performance. Directors have a duty to be loyal, and to act honestly and in good faith in the best interests of the MIABC. Beyond that, directors commit to doing their job well: to diligence in reading all materials, attending all meetings, asking relevant questions, participating in discussions, and learning about the MIABC.

Duties and Responsibilities

Fiduciary Duties

The Director has the responsibility to:

- be loyal and to act honestly, and in good faith;
- consider the interests of the communities that the MIABC services while considering as paramount the interests of the MIA as a collective whole;

-
- avoid conflict of interest, and, when conflict arises, declare such conflict and absent themselves from discussion and decision-making regarding the area of conflict;
 - maintain confidentiality regarding MIABC matters that are identified as confidential; and
 - disclose to the MIABC any information the Director might obtain that could be considered material to the MIABC's business or operations.

Duties of Care and Attention

The Director has the responsibility to:

- become knowledgeable about the business of the MIABC and its industry;
- be familiar with the mission, vision, and values of the MIABC;
- understand the organizational structure of the MIABC;
- understand the roles and responsibilities of the Board and committees;
- read all meeting materials in advance of the meetings and prepare thoroughly;
- attend all relevant meetings;
- participate constructively in meetings, asking relevant questions and contributing to discussions;
- focus enquiries and discussion on issues related to strategy, policy, implementation and results rather than issues relating to the day-to-day management of the MIABC;
- 'speak with one voice' once a Board decision has been made;
- act with respect towards other Directors, the Chair, and the staff;
- participate in monitoring and evaluating the performance of the Chief Executive Officer;
- participate in Board Evaluation in a constructive way; and
- participate in appropriate orientation and ongoing education opportunities.

KOOTENAY AND BOUNDARY FARM ADVISORS

TERMS OF REFERENCE

1. Background

In 2017, the Regional Districts of Central Kootenay (RDCK), East Kootenay (RDEK) and Kootenay Boundary (RDKB) and Columbia Basin Trust (the Trust) partnered to provide technical extension services to the agricultural sector within the Basin area. The initial contract was awarded June 9, 2017. The Terms of Reference is in addition to Keefer Ecological Services Ltd. 2022 – 2023 Workplan and will assist in defining the scope of work and expectations for the fifth year of KBFA.

2. Year 5 Goal and Objectives

Goal

Ensure producers can access prompt and useful technical agricultural advice to increase their knowledge and improve the efficiency and viability of their agricultural operation.

Objectives

The fifth year of KBFA will aim to achieve the following objectives:

- Continue to engage with agriculture producers and cultivate relationships across the region;
- Continue to provide technical extension services to agriculture producers through the team and supplemental experts;
- Increase producers' technical knowledge of their operations;
- Continue to leverage other programs in the Basin to assist in agricultural research programs;
- Continue to develop a network of technical experts;
- Continue to be the "hub" of the Basin for communications and events marketing through KBFA's social media and Kootenay Farmer Newsletter;
- Increase engagement through additional communication methods;
- Continue to document producer/advisor interactions, producer/expert interactions, training, networking, capacity building and research needs of agricultural producers in PAT; and
- Continue to document the COVID-19 impact on producers in a format that could be shared with the agricultural community, stakeholders and local governments, if needed.

3. Scope of Work

Since the onset of the program, KBFA and the Steering Committee have applied an adaptive management approach. In the four years since inception, KBFA has evolved from interacting with producers one-on-one through farm visits and phone calls to hosting numerous field days and workshops and providing communications via the Kootenay Farmer Newsletter. As it is

undetermined as to whether or not the program may continue after this contract, KBFA and the Steering Committee will need to continue to work together in an adaptive manner to address either the conclusion or the continuation of the program. If it is decided by the funding partners that the program will conclude at the end of this contract, KBFA and the Steering Committee will be proactive in providing this information to producers and in determining the scope of work required to conclude the program.

Research/Partner Projects

KBFA has been viewed as a resource to partner with in various aspects such as research or as the administrator of infrastructure project. As KBFA is approached to partner in various projects, discussions with the Steering Committee regarding which projects align with KBFA's mandate and which projects KBFA has the capacity for will be necessary.

COVID-19

Flexibility in management was required during the Spring of 2020 in order to continue to provide support to producers during the COVID-19 pandemic. KBFA will continue to reach out to the agricultural community to understand what challenges they are facing in relation to this pandemic and how they are addressing those challenges or possible opportunities. KBFA will continue to act as a conduit between agencies such as Worksafe, Interior Health and the Ministry of Agriculture to provide the necessary information and resources that are available to producers in response to COVID-19.

KBFA will document the information gathered from producers as there may be an opportunity to use the information to create future resources so that our agricultural sector can be ready if another such event occurs. Other local organizations such as the Central Kootenay Food Policy Council are also documenting key issues which could provide an opportunity for future collaboration and resource sharing.

Communications

It has become apparent that producers are looking for technical expertise as well as a way to collaborate and share information. The on-site farm education experiences have been very successful. Moving forward, KBFA will increase their capacity to engage producers. The goal being to increase the number of producers interacting with KBFA and diversifying the ways KBFA engages with producers. Additional communication efforts should utilize the latest digital communication methods to effectively showcase KBFA's growing volume of content.

In the fifth year, KBFA will be asked to take a strategic approach to move KBFA to the forefront when producers are seeking technical expertise. At a minimum, the strategy should include the following:

- produce a series of webisodes and video updates;

- develop, design and produce creative and fresh communication materials targeting the various producers throughout the Basin;
- provide web-based updates and videos of on-site farm visits and field days;
- plan and execute direct communications targeting the various producer audiences within the Basin;
- update KBFA’s website to include a user-friendly Resource & FAQ page; and
- timely media communications/contributions.

4. Geographic Scope

The geographic area served by KBFA will include the entire RDEK, RDCK, RDKB and the Trust’s jurisdictions.

5. Communications

Communications as per the attached Communications Plan.

6. Monitoring & Reporting

Monitoring and Evaluation as per the attached Monitoring and Evaluation Plan.

Regional Innovation Chair in Regional Economic Development

Regional Advisory Committee

Terms of Reference – Version Date: January 2023

Context

The Regional Innovation Chair (RIC) was established in 2006 to conduct research in rural economic development. The position is supported through an endowment established under the BC Leading Edge Endowment Fund.

Based on a foundation of applied research and outreach, the goals of the RIC are to:

- Develop the capacity in the region for sound decision-making in matters related to economic development, through the provision of relevant research data and analysis, together with related skill and capacity development;
- Assist in the diversification of the regional economy through the promotion of innovation and technology transfer in existing and new enterprises; and
- Support provincial and national networks that undertake applied research on the revitalization of high amenity, highly rural communities and regions.

Mandate of the Regional Advisory Committee

The purpose of the Regional Advisory Committee (RAC) is to provide guidance and advice to the Regional Innovation Chair in Regional Economic Development (RIC) that may be integrated into research, student projects, and/or community engagement. RAC duties may include:

- Providing advice on existing or emergent economic development issues/opportunities and related research and/or training needs;
- Providing advice on proposed research projects;
- Facilitating connections to individuals, organizations, and/or networks;
- Supporting efforts to obtain relevant research funding;
- Providing feedback on research findings;
- Providing advice on knowledge mobilization and dissemination strategies;
- Facilitating knowledge transfer of research outcomes to organizations and policymakers;
- Assisting Selkirk College with the evaluation of the RIC Chair activities; and
- Providing input on potential implications of findings and future research direction.

Membership

It is proposed that the RAC be composed of up to 7 individuals:

- 3 local government representatives - 1 member each from the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, and the Regional District of East Kootenay;
- At least 1 member to represent the business and entrepreneurial sector (e.g., Community Futures, Chamber of Commerce);

- At least 1 member to represent the technology and innovation sector (e.g., KAST, Innovation Centre); and
- At least 1 member to represent broader regional development perspectives (e.g., Columbia Basin Trust, Real Estate Foundation, Credit Unions, Provincial Government).

Additional representatives may be added upon the recommendation of the RAC. For example, it is the intent of the RIC to build relationships with the First Nations in the region, with the hope of Nation representatives joining the RAC in the future.

Each RIC-led project will have its own leadership team and related committees, specific to the partners and requirements of the projects.

Operations

Meetings	Regular meetings to be scheduled quarterly. Special meetings to be scheduled as needed at the request of the RIC or member of the RAC.
Frequency	Quarterly meetings.
Location	Online (zoom platform). In-person meetings currently suspended due to ongoing COVID-19 pandemic, but will be re-visited when appropriate.
Alternates and guests	RAC members are asked to notify the RIC if an alternate will be sent. Guest attendance is dependent on agenda. Requests for guests should be sent to the RIC in advance.
Agenda	Provided by the RIC at least one week in advance of meeting. Additional topics can be submitted by RAC members to the RIC.
Meeting Notes	Prepared and provided by the RIC. Notes should be considered confidential.
Quarterly RIC Metric Summary and Annual Report	Prepared and provided by the RIC. Can be shared publicly.

Term of Office

Membership on the RAC will run on an annual schedule (January to December). Appointments for each member of the RAC will be for one year with the opportunity for renewal. It will be the responsibility of RIC to notify member/potential organizations prior to the beginning of a new term. Member organizations are expected to appoint a representative.

Where an at-large representative ceases to be a member of the Committee for any reason, the RAC may appoint another person representing to hold office for the unexpired term of the member.

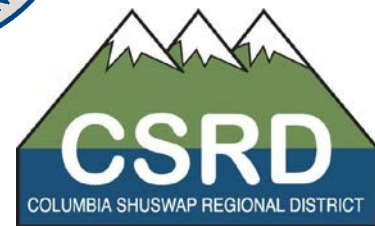
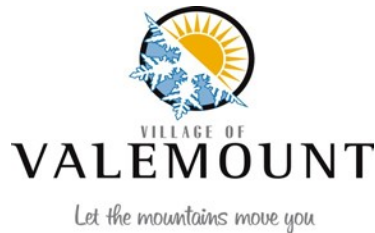
Changes to Terms of Reference

The authority to change the terms of reference rests with the Regional Innovation Chair and the Regional Advisory Committee.

MEMORANDUM OF UNDERSTANDING

Southeastern BC Regional Connectivity Committee

This Memorandum of Understanding (MOU) is dated
for reference this 20th day of February, 2024



Our Vision: World class connectivity throughout Southeastern BC that enables sustainable livelihoods and quality of life for our residents; and resilient, prosperous communities.

For the purposes of this MOU, references to “the Region” mean the area including the Columbia Basin, as defined in the Columbia Basin Act, and the Regional District of Kootenay Boundary, and the Columbia Shuswap Regional District.

The participating organizations (See Membership) have agreed to work together in creating the Southeastern BC Regional Connectivity Committee (the Committee) to lead a regional connectivity strategy and implementation plan as per the terms and ideals set out in this MOU.

Vision:

World class connectivity throughout Southeastern BC that enables sustainable livelihoods and quality of life for our residents; and resilient, prosperous communities.

Mission:

The Southeastern BC Regional Connectivity Committee advances access to world class connectivity services throughout the Region through advocacy, leadership, knowledge sharing and collaborative action.

Guiding Principles:

1. Recognizes connectivity as an essential service that should be available to all residents.
2. Be bold and nimble, seek innovative and sustainable solutions in technology, partnerships and operational models.
3. Proactively position projects to maximize ability to capitalize on emerging opportunities.
4. Value inclusivity in engagement, planning and project implementation.
5. Value collaboration with and seek to leverage resources of our strategic partners.
6. Measures of success based on community values, not just financial returns.

Objectives:

1. To conduct informed, end-to-end, strategic planning by mapping out the state of connectivity services in the Region to determine gaps and areas of priority.
2. To enumerate and communicate the communities of priority for connectivity in our Region.
3. To coordinate required capacity, funding, and resources for constructing using a ‘build once’ principle and to operate the required connectivity infrastructure for our Region.
4. To pursue innovative operational models in partnership with area public and private stakeholders that serve the Region’s vision for connectivity as an essential service.
5. To ensure that Official Community Plans (OCP), and Sustainability plans define connectivity services as a strategic area of focus and to use the levers overseen by local government (zoning, land use, bylaws, taxation) to facilitate the development of required connectivity infrastructure.
6. To advocate for regional connectivity priorities at all orders of government and with key private/public partners.

Roles and Responsibilities

1. Communicate the principle of connectivity as an essential service, along with the connectivity priorities of the region to local governments and the public.
2. Create a three-year strategic plan and provide input on an annual tactical plan. Update these plans on an annual basis.
3. Proactively coordinate the pooling of local funding dollars through prioritized planning and in anticipation of future funding opportunities at the Federal and Provincial level.
4. Inform local level planning by evaluating and making recommendations to member boards/councils on regional priority projects and operational models (e.g. publicly owned utility, public/private partnerships).
5. Meet monthly (or as needed) to review progress on strategic and tactical plans, receive updates and provide advice/feedback from key stakeholders such as the Province, the Columbia Basin Trust's Broadband Initiative and/or invited guests.
6. Liaise with key partners, to define roles and advance projects.
7. Conduct and communicate an annual assessment of the state of connectivity in the region as a key indicator for the committee's Vision.
8. Demonstrate a united voice with continued participation of its key members/partners including the Ktunaxa Nation Council, the four regional districts, and the Village of Valemount.

Membership:

Committee membership will consist of up to 2 members representing each of the following organizations:

- Columbia Shuswap Regional District
- Ktunaxa Nation Council
- Regional District of Kootenay Boundary
- Regional District of Central Kootenay
- Regional District of East Kootenay
- Village of Valemount

For matters requiring decision from the committee, each member will receive one vote. Member appointments are at the discretion of the participating organizations. Committee members can be elected or non-elected.

The following organizations will be Ex-Officio members (non-voting):

- The Province:
 - Regional Economic Operations Branch, Ministry of Forests, Lands, Natural Resource Operations and Rural Development
 - Connected Communities, Ministry of Jobs, Economic Development and Competitiveness
- Columbia Basin Trust (CBT)

The Committee may invite guests (e.g. community members, service providers, subject matter experts, industry and/or regulatory experts) to participate in thematic discussions as required.

Membership Skills:

The Committee will focus on strategic matters that will best advance connectivity solutions for the Region as a whole. While at times, topics will necessitate tactical discussions, members are encouraged to ensure focus remains on solving connectivity issues in a manner that best enables the Region to advance.

Secretariat:

In order to fulfill the stated Objectives and execute the Roles and Responsibilities, the Committee will require support by a secretariat function, (e.g. coordinating administrative staff and/or contractors). The required skillset and capacity of the secretariat will be discussed and determined by the Committee. A Secretariat resource and recommended funding plan will be advanced to member Boards/Councils for consideration.

Term:

This MOU shall remain in effect until October 31, 2027.

Meeting Expenses:

Members will be reimbursed by and in accordance with the policies of the organization they are representing.

Columbia Basin Trust (CBT) will provide financial and staff support to the Committee as appropriate and agreed upon by CBT and the Committee.

Participating Organizations confirm their agreement to the terms of this Memorandum of Understanding by having their authorized representatives sign below.

Columbia Shuswap Regional District

Name: _____

Title:

Date:

Regional District of Kootenay Boundary
Anitra Winje

Name: _____

Title:

Date:

Ktunaxa Nation Council

Name: _____

Title:

Date:

Regional District of Central Kootenay

Name: _____

Title:

Date:

Regional District of East Kootenay

Name: _____

Title:

Date:

Village of Valemount

Name: _____

Title:

Date:

TERMS OF REFERENCE
FOR
THE KTUNAXA KINBASKET
LOCAL GOVERNMENT TREATY ADVISORY COMMITTEE

1. DEFINITIONS

“Memorandum of Understanding” or **“MOU”** means the agreement signed between the Province of British Columbia and the Union of BC Municipalities on March 22, 1993.

“Protocol” means the agreement signed between the Province of British Columbia and the Union of BC Municipalities on September 19, 1994, regarding local government participation in treaty negotiations.

“Ktunaxa Kinbasket claim area” means the area in which Ktunaxa Kinbasket First Nation treaty negotiations are or will be taking place, as set out in Schedule “B” hereto.

“Negotiations” means aboriginal treaty negotiations with the Ktunaxa Kinbasket First Nation commencing at the beginning of Stage 3 of the Treaty Commission process.

“Province” means the Crown in Right of British Columbia, as represented by the Ministry of Aboriginal Affairs.

“Provincial Team” means the Province’s treaty negotiation team for the aboriginal treaty negotiations with the Ktunaxa Kinbasket First Nation.

“Treaty Negotiator” means the Negotiator mandated by the province to lead and conduct the negotiations for the province.

“Regional Caucus” means that caucus composed of provincial line ministry, local government, crown corporation and agency staff, officials and consultants which provides advice to the Treaty Negotiator regarding provincial interests in the negotiations.

“Regional Advisory Committee” or **“RAC”** means the committee of “third party” interests, including local government, that provides advice to British Columbia and Canada regarding their interests in the negotiations.

“Local government” means those bodies in the Ktunaxa Kinbasket claim area incorporated under the Municipal Act, including villages, towns, districts, cities and regional districts.

“Ktunaxa Kinbasket Treaty Advisory Committee” or **“TAC”** means the committee composed of elected officials from local governments in the Ktunaxa Kinbasket claim area, as set out in Schedule “A” hereto, which shall provide advice to and participate in the negotiation process in the area, as set out in these Terms of Reference and as per S.4.c. of the Protocol.

“TAC Chair” means the elected official who, by agreement of the TAC, chairs and has the responsibility for the conduct of the Ktunaxa Kinbasket TAC.

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“TAC Rep” means the individual nominated by the Ktunaxa Kinbasket TAC to be a member of the provincial negotiating team and official liaison, spokesperson and representative of the TAC in the Ktunaxa Kinbasket claim area negotiations, as per S.4.c. of the Protocol.

2. PARTIES

- a) It is understood that there are three parties to the treaty negotiation process - British Columbia, Canada and the First Nations.
- b) The province bears the ultimate responsibility for representing the interests of local governments in the treaty negotiation process.
- c) The parties to these Terms of Reference are the Ktunaxa Kinbasket TAC and the provincial Treaty Negotiator for the Ktunaxa Kinbasket claim area treaty negotiation tables.

3. PURPOSE OF THE TAC

- a) The general purpose of the TAC is to ensure that the interests of local government in the Ktunaxa Kinbasket claim area are identified and taken into account by the province in the negotiations. The TAC in the Ktunaxa Kinbasket claim area will be the point of contact between the provincial team and local governments in that area.
- b) For greater certainty, the Protocol and the MOU are the source documents for the purposes of the TAC and the relationship between the province and local governments.
- c) The Ktunaxa Kinbasket TAC and the province enter this agreement in the spirit of partnership and agree that mutual trust and respect for both the process and for the other parties are the guiding principles in the relationship.

4. PARTICIPATION IN NEGOTIATIONS

- a) At the beginning of the negotiation process the TAC and the Treaty Negotiator will set out the composition of the TAC as set out in Schedule “A” hereto.
- b) It is agreed the TAC will be composed of local government representatives from within the Ktunaxa Kinbasket claim area.
- c) The TAC will participate in each negotiation process through the provincial negotiating team and the designation of a TAC Representative (TAC Rep).
- d) Where there are multiple negotiations in one TAC area, the TAC may, in consultation with the Treaty Negotiator, designate a TAC Rep to each negotiation table.
- e) Each TAC Rep will be identified by way of a letter to the Treaty Negotiator.
- f) The TAC Rep may attend any and all meetings of the Negotiation Team, Regional Caucus, and Main Table and where directed by the Treaty Negotiator, appropriate working group and side table meetings.
- g) As set out in the Protocol, the preference is for the TAC delegate to the Regional Caucus to be a staff or contract person that has technical or other related expertise to bring to the negotiations.

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- h) A fundamental principle of participation is consistency: the TAC will undertake that the same representatives participate in the same negotiations over time. This will ensure the success of the process and the confidence of all parties to the negotiations. Where appropriate and approved by the TAC and the Treaty Negotiator, the TAC Rep may change.
- i) As a member of the negotiating team and the Regional Caucus, the TAC Rep has the same privileges and responsibilities as other Regional Caucus and team members and will at all times follow the directions and instructions of the province's Treaty Negotiator conducting the negotiations, as set out in S.4.d.1. of the Protocol.
- j) It is agreed that the TAC will appoint representatives to the Kootenay Regional Advisory Committee (RAC)

5. ACCESS TO NEGOTIATIONS

- a) The TAC Rep is the TAC's official representative in the negotiating process.
- b) The designated TAC Rep has the right and responsibility, as do all team members, to be present at meetings of the negotiating team, the Regional Caucus and all negotiations including Main Table meetings.
- c) These privileges shall be subject to the discretion of the Treaty Negotiator, as it is recognized that there will be a limited number of occasions when the three chief negotiators will wish to meet privately regarding the conduct of negotiations. In that case the TAC Rep will have the same right to the timely release of information regarding that meeting as any other team member.
- d) TAC members may attend meetings that are open according to the openness protocol or declared open to the public by the Parties. TAC members, other than the TAC Rep, may not attend closed meetings, except by agreement of the Parties.
- e) Wherever possible and appropriate, the Province will seek to establish open side tables to the main negotiation table to discuss and resolve local government concerns.
- f) The Agenda for all meetings, and in particular Main Table meetings, shall be provided to the TAC Rep in a timely fashion and any changes to the agenda will be immediately conveyed to the TAC Rep prior to the Main Table meeting. This paragraph is subject to S.6 of these Terms of Reference.

6. RESPONSIBILITIES AND REPORTING

- a) The provincial Treaty Negotiator has the ultimate responsibility for the conduct of negotiations with Canada and First Nations and for the conduct and actions of the provincial team, including the TAC Rep.
- b) The Treaty Negotiator will appoint one person from the provincial negotiating team to act as the liaison to the TAC and local government and identify that person to the TAC.

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- c) The TAC is responsible to its constituent local governments in relation to the task of the identification of direct local government interests in each negotiation and ensuring they are brought to the attention of the Treaty Negotiator.
- d) The TAC Chair has the responsibility for the operations and conduct of the TAC and for its relations with the Treaty Negotiator and the province. The TAC Chair will be the signing authority for the TAC.
- e) The TAC Rep has a dual responsibility - to the Treaty Negotiator as a member of the provincial team and to the TAC Chair and the TAC as the official representative of the TAC to the provincial team:
 - 1) In all matters having to do with the conduct of negotiations, the TAC Rep's primary responsibility is to the Treaty Negotiator.
 - 2) In all matters related to the substance of the negotiations, the TAC Rep has the responsibility, as per Section 4.d.2 of the Protocol, for identifying to the Treaty Negotiator what issues "directly affect local government" and for providing related advice and recommendations to the Treaty Negotiator.

7. CONFIDENTIALITY AND INFORMATION SHARING

- a) The TAC Rep, the TAC and the local governments they represent and all staff and contract personnel will be subject to any and all rules of confidentiality that may be agreed to by Canada, the province and the First Nation, and as set out in the openness protocol, for the full duration of each set of negotiations and as agreed to in the UBCM Protocol.
- b) The TAC Rep may share with the TAC any information from sessions which the parties have determined to be public.
- c) The TAC Rep, subject to the terms of 7(a) above, may share with the TAC information which is available only to the Parties and which directly affects local government.
- d) The TAC Rep will share the information set out in 7(c) with the TAC only if each member agrees on behalf of their local government that they will confine discussion of this information to "in camera" sessions of their local governments and not to disclose such information to the public until the information is made public at the decision of the Main Table.
- e) The Ktunaxa Kinbasket TAC will undertake to develop internal communication guidelines and policies respecting the provision of information to the public, subject to the confidentiality provisions of these Terms of Reference.

8. ACCESS TO DOCUMENTS

- a) The TAC Rep will relay to the TAC, as soon as possible, all documents deemed by the Parties to be public and may share with the TAC, subject to S.7 above, any documents not made public.
- b) The TAC will refrain from sharing or distributing documents which are deemed to be available only to the Parties, except in accordance with S.7 above.

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9. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- a) The TAC, the TAC Rep and the local governments represented on the TAC are at all times subject to and will comply with the provisions of the Freedom of Information and Protection of Privacy Act.
- b) The TAC agrees that no local government, TAC or TAC Rep will disclose information which may be harmful to intergovernmental relations or treaty negotiations. For greater certainty, the parties refer to Sections 12 to 22 of the Act.

10. SOURCE DOCUMENTS

- a) The MOU signed between the Union of BC Municipalities (UBCM) and the Province of British Columbia on 22 March, 1993 and the Protocol between UBCM and the Province signed 19 September 1994, are the source documents for determining the relationships, rights and responsibilities of the province and the TAC relative to the Ktunaxa Kinbasket Treaty negotiations.

11. GENERAL

- a) In the case of any inconsistencies between these Terms of Reference and any Main Table Agreements between Canada, the Province and Ktunaxa Kinbasket First Nation, the Main Table agreements shall take precedence.
- b) These Terms of Reference may be reviewed from time to time and may be modified with the agreement of the TAC, and the Treaty Negotiator. Where appropriate, the Treaty Negotiator will undertake to seek the agreement of Canada and the applicable First Nation to the revised Terms of Reference.

SCHEDULE "A"

TERMS OF REFERENCE

KTUNAXA KINBASKET LOCAL GOVERNMENT TREATY ADVISORY COMMITTEE

LOCAL GOVERNMENTS IN THE KTUNAXA KINBASKET CLAIM AREA

East Kootenay Regional District - Electoral Areas A, B, C, E, F & G
City of Cranbrook
City of Fernie
City of Kimberley
District of Elkford
District of Invermere
District of Sparwood
Village of Radium Hot Springs

Central Kootenay Regional District - Electoral Areas A, B, C, D, E, F, G, H, I, J & K
City of Castlegar
City of Nelson
Town of Creston
Village of Kaslo
Village of Nakusp
Village of New Denver
Village of Salmo
Village of Silverton
Village of Slocan

Columbia Shuswap Regional District - Electoral Areas A & B
City of Revelstoke
Town of Golden

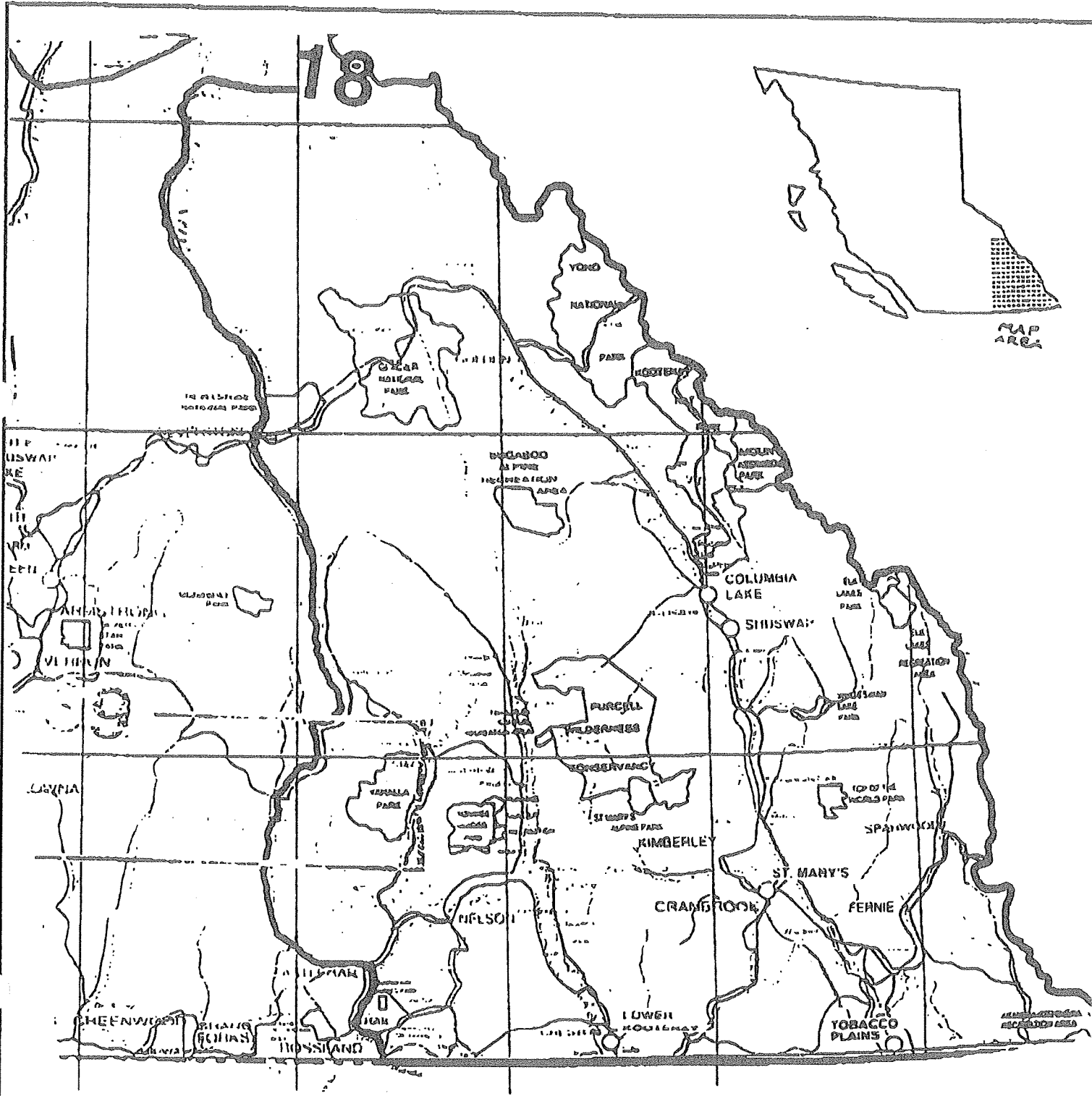
Kootenay Boundary Regional District - Electoral Areas A & B
City of Rossland
City of Trail
Village of Fruitvale
Village of Montrose
Village of Warfield

SCHEDULE "B"

TERMS OF REFERENCE

KTUNAXA KINBASKET LOCAL GOVERNMENT TREATY ADVISORY COMMITTEE

KTUNAXA KINBASKET NATION TERRITORY FOR BC TREATY NEGOTIATION



Terms of Reference for the RDCK, RDKB West Kootenay Transit Committee

Purpose:

To make recommendations to the Boards of Directors of the Regional District of Central Kootenay and the Regional District of Kootenay Boundary and the City of Nelson on the West Kootenay Transit system

Authority:

Regional District of Central Kootenay

Regional District of Kootenay Boundary

City of Nelson

Local Government Act Sections 176 and 795

Mandate:

The West Kootenay Transit Committee is established under the Local Government Act Section 176 and 795 to provide advice and assist BC Transit, the RDCK and RDKB Boards of Directors and Council for the City of Nelson regarding transit service changes, fares, improvements, marketing, ridership, efficiencies, long term funding and governance.

Membership:

The Committee shall consist of:

- a) Three (3) voting members of the RDKB Board of Directors
- b) Three (3) voting members of the RDCK Board of Directors, excluding the Directors from Electoral Areas B and C and the Town of Creston, one of whom shall be the Director from the City of Castlegar, or designate
- c) One (1) voting member who shall be the Director for the City of Nelson, or designate
- d) Staff from the RDKB, RDCK, Nelson and BC Transit, who will attend meetings as required as non-voting members.

Procedure:

1. All appointments to the West Kootenay Transit Committee must be made annually by the Board of the Regional District of Central Kootenay and Regional District of Kootenay Boundary. The City of Nelson appointee will be the Director for the City or designate.
2. The Committee will nominate and appoint a Chair.

3. The Committee will nominate and appoint a Vice Chair
4. The Regional District of Central Kootenay Procedure Bylaw, as amended from time to time, applies to all meetings of the West Kootenay Transit Committee.
5. A quorum shall be a majority of the total voting membership.
6. The Committee will meet as required, with meetings alternating between the head offices of each Regional District.
7. Minutes of each Committee meeting shall be kept by Regional District of Central Kootenay and forwarded to the Boards of Directors for each Regional District and Council for the City of Nelson for information.
8. The West Kootenay Transit Committee is not a budgetary decision making body. It forwards recommendations for consideration by each affected Board and Council.
9. No direct budget is given to this committee. All recommendations from the committee that involve budgetary expenditures will be approved by each affected Board and Council.
10. The Committee will endeavour to seek public input.
11. The responsibility for coordinating the meetings and taking minutes will alternate annually between the Regional District of Kootenay Boundary and the Regional District of Central Kootenay.
12. The mandate of the Committee shall be reviewed annually.
13. Any local government may opt out of participation in the West Kootenay Transit Committee by giving one year notice in writing to the Committee.

November 19th, 2024

Reference: 642106

Aimee Watson
Board Chair
Regional District of Central Kootenay
Email: awatson@rdck.bc.ca

Dear Aimee Watson:

Thank you for your correspondence received on October 9th, 2024, addressed to the Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness, concerning your request to cost share an Emergency Management staff. To ensure continuity in government, I will be responding on behalf of Minister Ma during the interregnum period, beginning on September 21st, until a new minister is appointed in November, 2024.

We appreciate the work and support for the Regional District of Central Kootenay (RDCK) Emergency Management program. Unfortunately, we are not in a position to provide funding support for staff positions.

While our funding programs do not provide funding for emergency management coordinator roles, I would encourage you to review the funding programs that are available to support your other emergency management needs through the [Community Emergency Preparedness Fund \(CEPF\)](#), which is administered by the Union of BC Municipalities. In particular, I recommend exploring the Emergency Operations Centre Equipment and Training, and the Emergency Support Services Equipment and Training streams, which can help address some of the issues raised in your correspondence.

Additionally, the provincial [Disaster Resilience and Innovation Funding](#) program provides funding to First Nations and local governments for disaster risk reduction and climate adaptation projects, including foundational work such as risk assessments, mapping, options analyses, as well as structural mitigation projects such as dikes, reservoirs, and green infrastructure. While this funding does not support emergency operations, it can support the RDCK to reduce the risks of disaster. Expressions of Interest are currently being accepted for the DRIF program.

Page 1.../2

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink that reads "Madeline Maley". The signature is written in a cursive, flowing style.

Madeline L. Maley
Assistant Deputy Minister
Regional Operations

CC: Stuart Horn, Chief Administrative Officer, Regional District of Central Kootenay
Dan Séguin, Manager Community Sustainability, Regional District of Central Kootenay
Christine Hopkyns, Corporate Administration Coordinator, Regional District of Central Kootenay



2024-11-19

Ms. Aimee Watson
Board Chair
Regional District of Central Kootenay
c/o Ms. Christine Hopkyns
< CHopkyns@rdck.bc.ca >

Dear Ms. Watson:

The Right Honourable Justin Trudeau, Prime Minister of Canada, has forwarded to the Honourable Diane Lebovillier, Minister of Fisheries, Oceans and the Canadian Coast Guard, a copy of your correspondence regarding Bringing the Salmon Home: The Columbia River Salmon Reintroduction Initiative (CRSRI). I have been asked to respond on Minister Lebovillier's behalf.

As you know, the Government of Canada has continued to support Indigenous-led efforts related to salmon reintroduction for many years. Through the Letter of Agreement, the Government has provided capacity funding to support the work of the CRSRI, as well as technical expertise. The Government actively participates in the implementation of the Letter of Agreement.

Since 2019, the Government—along with the Province of British Columbia—has also committed over \$5 million in funding to CRSRI through the British Columbia Salmon Restoration and Innovation Fund (BCSRIF). Currently, we are in year two of a three-year agreement that provides support totaling \$5,273,138 until March 31, 2026. This represents one of the largest funding recommendations from the last round of BCSRIF applications and reinforces our commitment to this valuable work being led by the Nations.

On July 11, 2024, Canada and the United States announced an agreement in principle (AIP) that will form the basis for negotiating a modernized Columbia River Treaty (CRT). The AIP includes new provisions for a modernized Treaty in support of salmon reintroduction, ecosystems health, and Indigenous and Tribal values.

The process to develop a modernized Treaty, led by Global Affairs Canada, is underway and options to support implementation of a modernized Treaty, including salmon reintroduction, will be considered. Fisheries and Oceans Canada and Environment and Climate Change Canada are supporting this process.


.../2

The Government of Canada's support of CRSRI and modernizing the CRT is an important part of the Government's efforts towards reconciliation, and contributes to implementing the Government of Canada's *United Nations Declaration on the Rights of Indigenous Peoples Act* Action Plan.

If you would like further information, I invite you to contact Mr. David Lau, Manager, Policy & Planning, by email at < David.Lau@dfo-mpo.gc.ca >.

Thank you for bringing this important matter to the Department's attention.

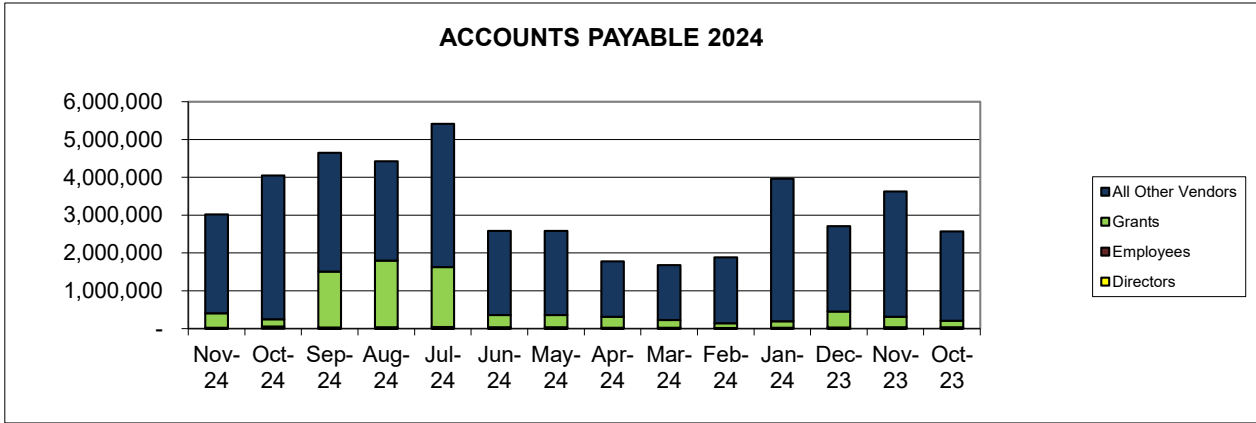
Yours sincerely,

**Newton,
Steven**  Digitally signed by
Newton, Steven
Date: 2024.11.19
14:00:36 -08'00'

Steve Newton for
Sarah Murdoch
Senior Director, Pacific Salmon Strategy Initiative
Executive Lead for CRSRI
Pacific Region

c.c.: Office of the Honourable Patty Hajdu, P.C., M.P.
Minister of Indigenous Services
Office of the Honourable Steven Guilbeault, P.C., M.P.
Minister of Environment and Climate Change
Office of the Honourable Gary Anandasangaree, P.C., M.P.
Minister of Crown-Indigenous Relations

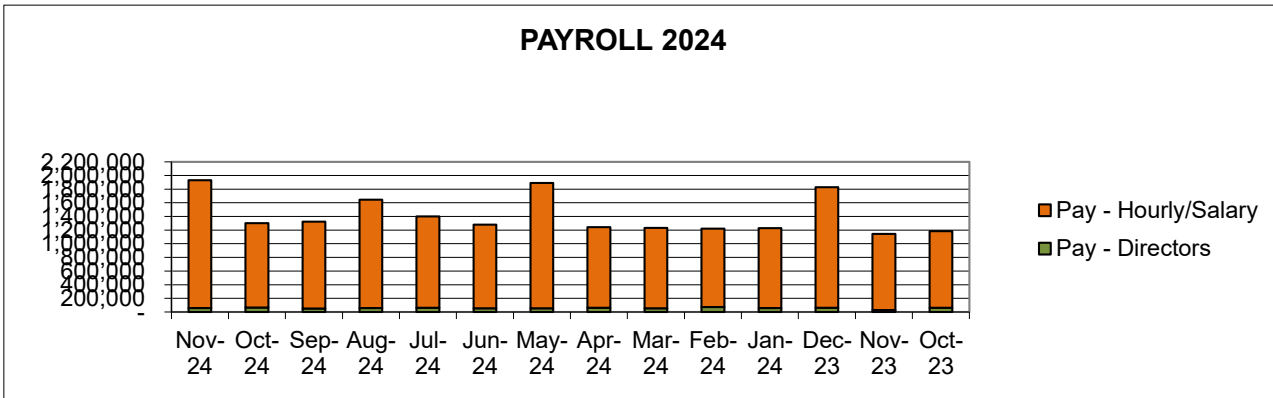
Financial Expenditure Report for November 2024



	Number of Payments	Value	% of Total
	1,089	\$3,022,466	
Top 80% of payments by value	90	2,418,518	80%
Remaining 20% of payments by value	999	603,948	20%
Total		\$3,022,466	100%

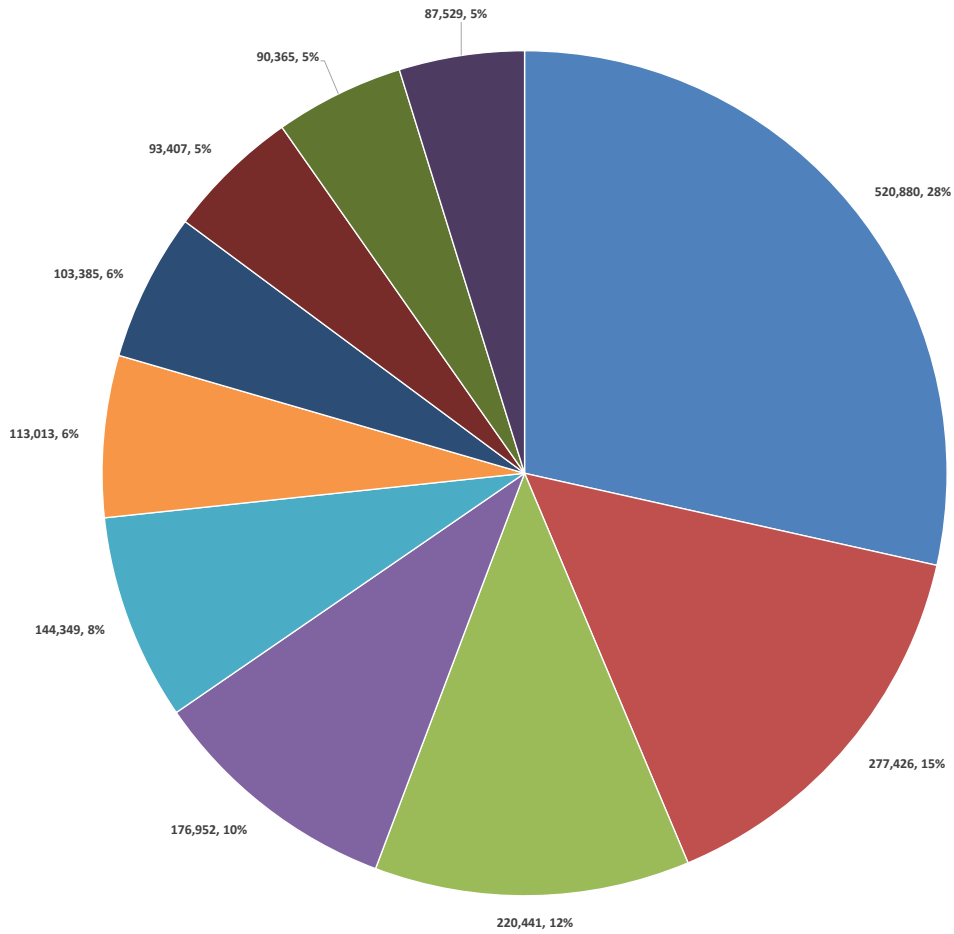
	Number of Payments	Value	% of Total
	1,089	\$3,022,466	
Payments to Directors	25	4,839	0.2%
Payments to Employees	88	18,907	0.6%
Subtotal		23,746	0.8%
Discretionary and Community Development Grants	32	385,210	12.7%
Other Vendors	944	2,613,511	86.5%
Subtotal		2,998,720	99.2%
Total		\$3,022,466	100%

Payment Method	Direct Deposit	% of Total	Cheques	% of Total
	973	89%	116	11%



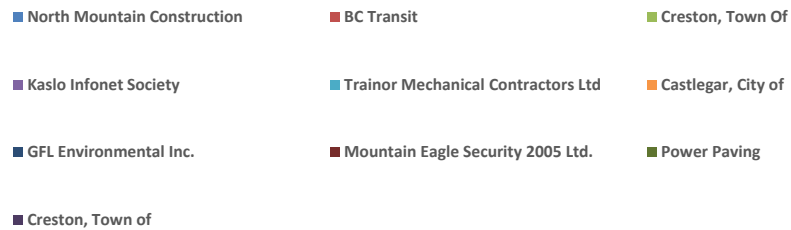
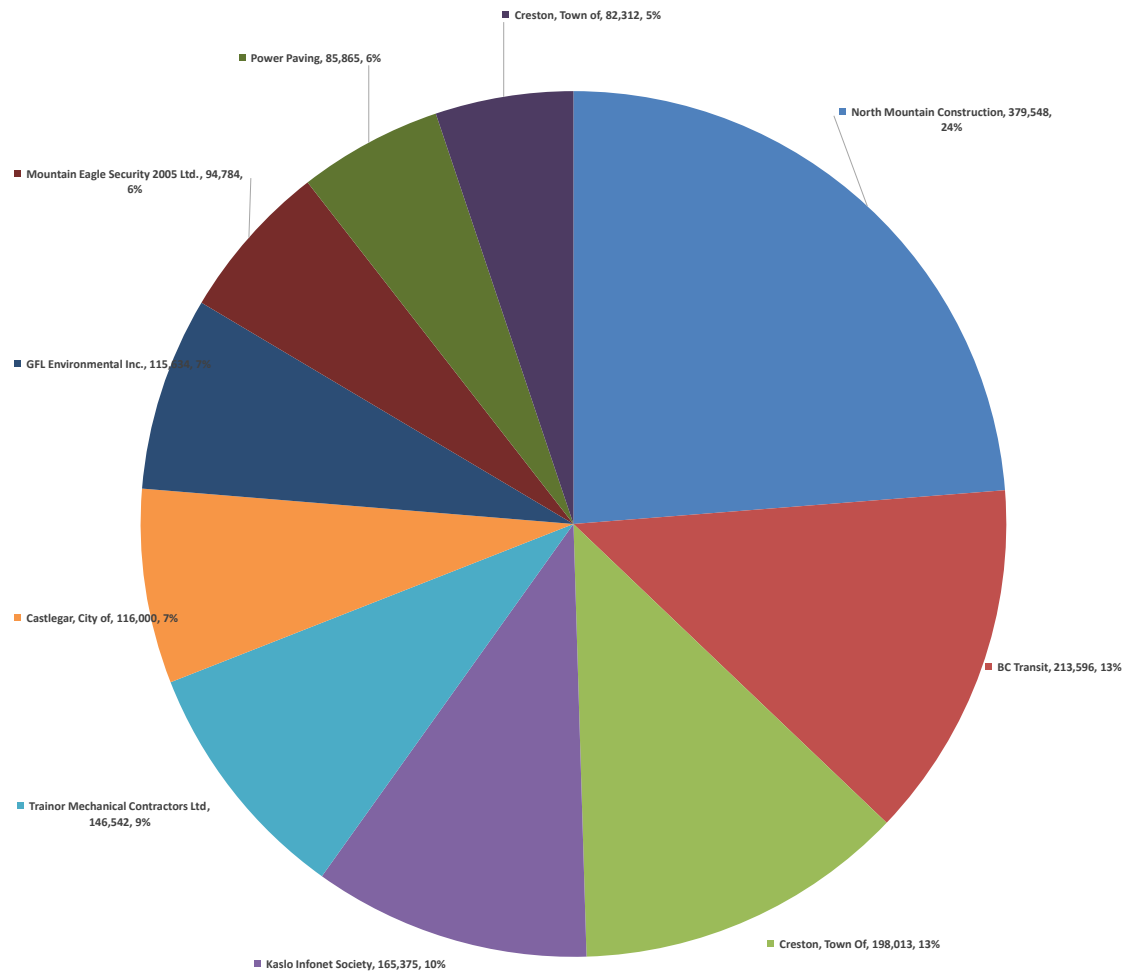
	Number of Payments	Value	% of Total
		\$1,929,574	100%
Directors		58,598	3.0%
Hourly/Salary		1,870,976	97.0%

Top 10 Services by Amount Spent



- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slocan and Area H, I, J, and K
- Recreation Facility-Nelson and Areas F and Defined E
- Emergency Consolidated Services
- Economic Development-Area A
- Recreation Facility-Creston and Areas B, C and Area A
- Emergency Planning-Creston and Areas A, B and C
- Fire Protection-Areas E and F (Beasley, Blewett)
- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- General Administration
- Transit-North Shore and Slocan Valley

Top 10 Vendors by Value



Accounts Payable Top 80% of Payments for November 2024

Top 80% of payments by value	Number of Payments		Value
	90	\$	
			2,418,518
1022117 Alberta Ltd.	1	\$	10,404
Arrow Lakes Aggregates	1	\$	17,945
Associated Engineering	1	\$	4,614
BC Transit	3	\$	213,596
BGC Engineering Inc.	1	\$	6,109
CanGas Propane Inc.	2	\$	10,962
Canoe - Kal Tire Castlegar	1	\$	4,314
Castlegar, City of	1	\$	116,000
Cleartech Industries Inc	1	\$	7,600
Columbia Basin Broadband Corporation	1	\$	5,001
Crescent Valley Firemans Fund	1	\$	4,863
Creston Electric Inc.	1	\$	71,400
Creston, Town Of	3	\$	198,013
Creston, Town of	2	\$	82,312
CW Heavy Duty LTD	1	\$	10,346
FortisBC - Electricity	5	\$	49,135
Fortisbc - Natural Gas	2	\$	25,717
Frozen Solutions Inc. dba Frozen Refrigeration	3	\$	17,810
GFL Environmental Inc.	6	\$	115,634
GHD Limited	1	\$	9,673
GHG Accounting Services Ltd.	1	\$	9,765
Haul-All Equipment Ltd.	1	\$	18,447
Heritage Roofing & Sheet Metal Ltd.	2	\$	57,221
Insight Canada Inc.	1	\$	15,102
Interior Reforestation Co. Ltd.	1	\$	9,240
Justice Institute Of Bc	1	\$	22,264
Kaslo Infonet Society	1	\$	165,375
Keefer Ecological Services Ltd.	1	\$	15,305
Kootenay Emergency Response Physicians Assoc.	1	\$	16,607
Kootenay Employment Services	1	\$	5,666
Kootenay Gallery of Art, History and Science	1	\$	45,000
Lesperance Mendes	1	\$	4,416
Licker Geospatial Consulting Ltd.	1	\$	15,875
M'akola Development Services	1	\$	10,700
Masse Enviromental Consultants Ltd.	1	\$	9,358
Micro Com Systems Ltd	1	\$	6,092
Minister of Finance	1	\$	7,934
Mountain Eagle Security 2005 Ltd.	1	\$	94,784
Nakusp Ski Club Association	1	\$	18,246
Nakusp Volunteer Fire Brigade	1	\$	17,800
Nelson Hydro	1	\$	36,758
North Mountain Construction	3	\$	379,548
Ootischenia Improvement District	1	\$	37,800
Pitney Works	1	\$	6,300
Power Paving	1	\$	85,865
RC Strategies Inc.	1	\$	13,974
Riverside Farm	1	\$	5,241
Rocky Mountain Agencies	1	\$	4,735
Salmo & District Arts Council (SDAC)	1	\$	5,000
Salmo, Village of	1	\$	4,426
Shopa'S Excavating Ltd	1	\$	14,557
SLR Consulting (Canada) Ltd.	1	\$	8,043
SNT Geotechnical Ltd.	1	\$	4,467
Sperling Hansen Associates Inc	1	\$	8,839
Sundry Vendor	5	\$	25,000
Telus Communications Inc	1	\$	6,173
The Adventure Hotel	1	\$	6,431
Trainer Mechanical Contractors Ltd	1	\$	146,542
Watt Consulting Group	1	\$	4,917
Western Water Associates Ltd.	1	\$	5,389
WEX Canada Ltd.	1	\$	5,875
Wild West Drilling Inc	1	\$	12,017
Wildsight	1	\$	27,640
Ymir Arts & Museum Society	1	\$	6,766
Ymir Community Association	1	\$	9,570

Accounts Payable Bottom 20% of Payments for November 2024

Remaining 20% of payments by value	Number of Payments		Value
	999	\$	
			603,948
1400142 BC Ltd.	1	\$	1,072
1426051 BC Ltd DBA: Simon's Garage Door Services	1	\$	247
1583343 Ontario Inc. O/A Swiss Print International	1	\$	3,662
360° Contracting	2	\$	2,756
5 Star Services and Products Inc.	1	\$	457
A-3 Plumbing Heating & Gas Fitting Ltd	1	\$	1,129
ACE Courier Services	11	\$	833
Acklands-Grainger Inc	5	\$	631
Ainsworth Recreation Association	1	\$	1,000
Air Liquide Canada Inc	6	\$	398
Alberta Fire Chiefs Association	1	\$	964
All Elements Industries Ltd.	1	\$	362
ALS Canada Ltd.	3	\$	3,771
Andex Equipment Rentals	4	\$	5,425
Andre's TV Sales & Service Ltd.	1	\$	3,592
Andrew Sheret Ltd	11	\$	5,173
Arcright Plumbing & Heating	2	\$	176
Arete Safety and Protection Inc.	1	\$	1,259
Arrow Lakes Fine Arts Guild	1	\$	604
Associated Fire Safety Equipment	7	\$	6,996
Atomic Crayon	1	\$	1,411
Avail Custom Contracting Inc.	1	\$	1,846
B&L Security Patrol (1981) Ltd	2	\$	3,505
Basil, Jared	1	\$	605
BC Federation of Labour	1	\$	163
BC Hydro & Power Authority	5	\$	4,217
BC Municipal Safety Association	1	\$	1,326
BC Transit	2	\$	4,483
Beaudet, Philippe	1	\$	704
Bergeron, Genevieve	1	\$	443
Bernstein, Jeremy	1	\$	160
Berrn Consulting Ltd	1	\$	277
Bill's Heavy Duty Enterprises (2004) Ltd.	2	\$	861
Black Press Group Ltd	6	\$	2,782
Bodley, Peter	1	\$	8
Borsos, Deb	1	\$	2,250
Boswell, Dorian DBA: DBoz Consulting	1	\$	1,386
Brenntag Canada Inc	1	\$	4,013
Briggs, Nathan	2	\$	394
Brilliant Resources Ltd dba The Salmo Pump Esso	2	\$	97
Briscoe, Ian	1	\$	64
Brown, Reyna	1	\$	126
Bumstead, Brian	2	\$	134
C.A. Fischer Lumber Co. Ltd.	8	\$	652
Calvert-Smith, Corrina	1	\$	220
Canadian Centre for Occupational Health and Safety	3	\$	60
Canadian Fitness Education Services Ltd	1	\$	514
Canadian Linen & Uniform	7	\$	1,053
Canadian Red Cross	3	\$	1,775
CanCADD Imaging Solutions Ltd.	1	\$	854
CanGas Propane Inc.	14	\$	8,056
Canoe - Ecol Electric	1	\$	507
Canoe - Kal Tire Castlegar	1	\$	86
Canoe - Kal Tire Creston	1	\$	1,467
Canoe - Michelin North America	1	\$	2,959
Carmichael, Donna	1	\$	238
Caro Analytical Services	3	\$	2,313
Carvello Law Corporation	1	\$	3,273
Casavant, Kurt	2	\$	456
Cascade Lock & Safe	2	\$	161
Casley, Leonard	1	\$	1,128
Castlegar Sculpturewalk Society	1	\$	1,000
CDW Canada Corp	8	\$	7,943
Chernenko, Rob	1	\$	231

Remaining 20% of payments by value	Number of Payments		Value
	999	\$	
Cintas Canada Ltd Location 889	1	\$	167
Clark, Kim	1	\$	1,365
Clarke, Ryan	2	\$	389
Cleartech Industries Inc	6	\$	12,901
Cloverdale Paint Inc	1	\$	1,327
Cochrane, Jonathan M	1	\$	66
Columbia Wireless Inc	5	\$	409
Comfort Welding Ltd	8	\$	636
Connect Hearing	1	\$	1,365
Cowan's Office Supplies	31	\$	6,346
Cranbrook Water Conditioning Ltd.	6	\$	283
Crawford Bay Store	4	\$	346
Crawford Truck & Equipment	3	\$	1,801
Crescent Valley Community Hall Society	1	\$	80
Creston Card & Stationery	3	\$	218
Creston, Town Of	1	\$	1,006
Creston, Town of	1	\$	78
Cunningham, Hans	2	\$	91
Cupe Local 2262	2	\$	5,276
Cupe Local 748	2	\$	1,293
Dave's Plumbing Ltd	3	\$	8,921
DB Perks & Associates Ltd	4	\$	1,078
DeBoon, Arnold Frank	1	\$	207
Dominion Govlaw LLP	2	\$	3,630
Downtown Automotive	1	\$	721
Drew, Brennan	1	\$	33
Dye, Shane	1	\$	50
East Shore Internet Society	2	\$	130
Eastshore Circle of Friends Society	2	\$	1,293
EcoLogic Consultants Ltd.	1	\$	1,306
Enercon Water Treatment Ltd	2	\$	2,293
Entandem	2	\$	284
Environmental Operators Certification Program	10	\$	1,765
Eric Etelamaki Holdings	1	\$	504
Evoke Buildings Engineering Inc.	2	\$	2,616
Expresslane Deliveries	1	\$	395
Fanthorpe, Jill	1	\$	50
Federated Co-Operatives Ltd	3	\$	2,582
Fehr, Carol	2	\$	904
Fishlock, Garrett	1	\$	90
Fluent Information Management Systems Inc	1	\$	420
FortisBC - Electricity	25	\$	8,236
Four Star Communications Inc	1	\$	126
Fraser Valley Building Supplies Inc.	4	\$	264
Freemotion Fitness Inc.	1	\$	1,139
Friends of Pulpit Rock Society	1	\$	511
Frozen Solutions Inc. dba Frozen Refrigeration	1	\$	1,304
Geo H Hewitt Co Ltd	2	\$	82
Gerard, Adam	2	\$	213
GFL Environmental Inc.	10	\$	10,617
GHD Limited	1	\$	3,049
GHG Accounting Services Ltd.	1	\$	1,731
Giacomazzo, Zachari	1	\$	35
Gilbert Parts Depot	14	\$	2,175
Glendale Tire Ltd.	1	\$	134
Goat Mountain Enterprises Ltd	1	\$	2,100
Gogh Van Custom Framing	1	\$	300
Graham, Cheryl Elaine	2	\$	93
Gray Creek Store	3	\$	55
Gray's Contracting	1	\$	1,151
Greatrex, Sandee	1	\$	189
Greene, Gregory	3	\$	1,200
Guille, Pam	2	\$	2,730
Guille, Pamela	1	\$	358
Guillevin International Inc	8	\$	874
Gwil Industries Inc.	1	\$	1,470
Haire, Marjorie	1	\$	103
Hall Printing	5	\$	1,526
Hall, Alexander	1	\$	48

Remaining 20% of payments by value	Number of Payments		Value
	999	\$	
Halo Software LLC	1	\$	1,186
Hanegraaf, Henny (Henrica)	1	\$	1,469
Hewat, Suzan	1	\$	98
Hewgill, Mathew	1	\$	60
Hipperson Hardware	3	\$	102
Hitchon, William DBA: 5th Gear	1	\$	2,750
Hi-Way 9 Express Ltd	2	\$	61
Hogg, Patricia	1	\$	39
Hopkyns, Christine	1	\$	524
Hopkyns, John (Chris)	1	\$	63
Hubert, Cody	1	\$	930
Hufty's Leasing Ltd	1	\$	548
Hume Hotel	1	\$	664
Hywood Truck & Equipment Ltd	10	\$	6,344
I.T. Blueprint Solutions Consulting Inc.	2	\$	606
In the Air Networks	1	\$	102
Industrial Alliance Insurance and Financial Services Inc.	1	\$	1,033
Infosat Communications	1	\$	229
Inland Allcare	21	\$	8,418
Inonoaklin Recreation Commission	1	\$	2,134
Interior Health Authority - Environmental Health	1	\$	147
Iridia Medical	1	\$	604
Iron Mountain	1	\$	557
Izu-Shi Friendship Society	1	\$	1,767
Jackman, Garry	1	\$	101
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	14	\$	1,611
Jameson, Gordon	2	\$	300
Jennifer Wickwire	1	\$	200
Joint Force Tactical	1	\$	140
Justice Institute Of Bc	1	\$	75
Kaslo Building Maintenance	1	\$	609
Kaslo Building Supplies	3	\$	109
Kaslo Front Street Market	1	\$	26
Kaslo Home Hardware	1	\$	4
Kaslo Infonet Society	2	\$	237
Kaslo Pump	1	\$	440
Kaslo, Village Of	1	\$	66
Kathy Gordon's Cleaning Services	6	\$	971
Kel Print	1	\$	36
Kelly's Maintenance and Services	1	\$	3,062
Kendrick Equipment (2003) Ltd	1	\$	2,767
Keyserlingk, Martin	1	\$	692
Kilburn, Jackie	1	\$	1,960
Kindred, Shelly	1	\$	35
Klines Motors Ltd.	1	\$	1,951
Knapper, Terry	1	\$	181
Knight, Chantal	1	\$	135
Knudsen, Leroy B	1	\$	92
Kokanee Chalets	1	\$	950
Kokanee Fire & Safety Ltd.	1	\$	546
Kokanee Ford Sales Ltd.	4	\$	4,083
Kone Inc	1	\$	297
Kootenay Fire Chief Association	1	\$	300
Kootenay Glass & Mirror Ltd	1	\$	265
Kootenay Ground Maintenance Ltd.	1	\$	788
Kootenay Industrial Supply Ltd	9	\$	520
Kootenay Lake Hospital Foundation	1	\$	1,000
Kootenay Valley Water & Spas	2	\$	63
Landmark Equipment	1	\$	1,284
Lavis, Thomas	1	\$	262
LCL Enterprises	2	\$	4,462
LeBlanc, Amanda	1	\$	1,060
Lectric Ave Electronics	1	\$	47
Lehnert, Chris	1	\$	168
Lidstone & Company	3	\$	2,867
Lifesaving Society (Burnaby)	13	\$	2,420
LIVunLtd	1	\$	117
Lockwood, Diana LD	2	\$	117
Lo-Cost Propane	2	\$	2,749

Remaining 20% of payments by value	Number of Payments		Value
	999	\$	
Lordco Parts Ltd	12	\$	666
Lorencz, Cal	2	\$	197
Luck, Kalen	1	\$	157
Lunn, Jessica	1	\$	105
Mad Dog Electrical and Construction	1	\$	100
Magaw, Donna	2	\$	62
Maglio, Benjamin	1	\$	200
Main Jet Motorsports Inc	2	\$	78
Main, Leah	1	\$	136
Mannama, Miikael	1	\$	320
Marshall Smith, Paris	1	\$	225
Martech Motor Winding Ltd	2	\$	1,539
Masse Enviromental Consultants Ltd.	7	\$	12,113
Matrix Refrigeration Inc.	1	\$	840
Mayday Electric Ltd	4	\$	1,615
McFaddin, Maria June	1	\$	69
McLaren-Caux, Aiden(Kenneth)	1	\$	205
Medhurst, Cory	1	\$	270
Micah's Plumbing & Heating Ltd.	2	\$	1,361
Mid Town Motors	2	\$	484
Mills Bros Construction Ltd	1	\$	784
Mills Office Productivity	1	\$	112
Minister of Finance	1	\$	32
Minister Of Finance - Product Distribution Centre	10	\$	4,536
Mitchell Supply Ltd	3	\$	227
Montgomery, Matthew	1	\$	125
Morrison, Erin	2	\$	322
Mountain Transport Institute Ltd	1	\$	1,470
Mountford, Sophia	1	\$	168
Munters Canada Inc.	1	\$	3,768
Nanaimo, City of	10	\$	3,995
Napa Auto Parts (Nelson)	4	\$	123
Navigata Communications Ltd. dba ThinkTel	1	\$	20
Nawalkowski, Samantha	1	\$	48
Nelson Building Centre Ltd	21	\$	3,851
Nelson Farmers Supply Ltd	2	\$	20
Nelson Hydro	9	\$	4,622
Nelson Public Library	2	\$	2,700
Nelson Toyota	1	\$	197
Nelson, City Of	4	\$	3,690
New Denver, Village Of	1	\$	291
Newell, Thomas	2	\$	39
Northtown Rental & Sales	1	\$	112
Okanagan Office Systems	3	\$	3,265
Orion Fire Distribution Ltd.	2	\$	2,930
Ottoted Engineering Corp.	1	\$	3,346
Overland West Freight Lines Ltd	3	\$	3,070
Pass Creek Fire Dept Social Club	1	\$	3,850
Passmore Laboratory Ltd	5	\$	1,150
Patz, Andrea	1	\$	204
Pereversoff Automotive Repair	2	\$	376
Pete's Mobile Small Engine	1	\$	461
Phoenix Designs & Apparel	2	\$	551
Pipe, Nicolai	1	\$	196
Pitney Bowes	1	\$	553
PIVA Mechanical Ind Ltd	1	\$	630
Plaumann, Jonas	1	\$	401
Plaumann, Klaus	1	\$	412
Poisson-Gagnon, Vincent	1	\$	48
Popoff, Walter A	2	\$	87
Posgate, Evelyn	2	\$	157
Prestige Lakeside Resort	2	\$	1,279
Propane Busters Inc.	1	\$	3,845
Purolator Inc	3	\$	568
Pyle, Charles (Clayton) J	1	\$	41
Pyramid Building Supplies	3	\$	989
Quality Saw & Knife Ltd.	2	\$	1,202
Quarry, Brad	1	\$	42
RC Strategies Inc.	1	\$	4,284

Remaining 20% of payments by value	Number of Payments		Value
	999	\$	
Reesor, Andrew	1	\$	160
Reliance Office Services Ltd	1	\$	2,520
Right Touch Auto Detailing, The	2	\$	838
Riondel Cable Society	3	\$	120
Riteway Holdings Ltd. dba Tremlock Properties Ltd	1	\$	879
Riverside Farm	2	\$	1,157
Roadpost Inc. T46274	3	\$	961
Robot Spider Clothing and Screenworks	1	\$	166
Rocky Mountain Agencies	5	\$	13,841
Rocky Mountain Phoenix	8	\$	10,670
Roenspiess, Ethan (Kai)	1	\$	42
Roth IAMS	1	\$	2,759
Salmo Valley Youth & Community Centre	1	\$	867
Scot Norsemen Enterprises Inc.	1	\$	349
Seidelin, Gregory	1	\$	126
Selkirk Security Services Ltd	1	\$	63
SFJ Inc.	1	\$	4,009
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,123
Shaw Cable	20	\$	3,280
Shorter, Greg	3	\$	1,617
Silverton Building Supplies Ltd	1	\$	10
Siminoff, Steven	2	\$	566
Sk Electronics Ltd	15	\$	6,361
Skyway Hardware	1	\$	39
SL Telecom	1	\$	2,049
Slocan Park Community Hall Society	1	\$	705
Slocan Valley Home Hardware	7	\$	490
Slocan Valley Threads Guild	1	\$	500
Smienk, Johannes	1	\$	11
Smith, Heather	1	\$	719
Smokey Creek Salvage	2	\$	594
Snauwaert, Ethan	1	\$	70
Speedpro Signs	2	\$	707
Speedpro Signs (Trail)	1	\$	593
Sperling Hansen Associates Inc	1	\$	1,046
SRK Consulting (Canada) Inc.	1	\$	2,343
Stafford Welding	8	\$	4,678
Steeves and Associates	1	\$	2,008
Sterling Backcheck Canada Corp.	1	\$	155
Stevenson, Max	1	\$	300
Stewart Mcdannold Stuart	1	\$	1,388
Stewart, Heather	1	\$	44
Stimac, Josip	1	\$	285
Summit Truck & Equipment Repair	1	\$	719
Sun Life Assurance Company of Canada	2	\$	1,211
Sundry Vendor	51	\$	91,691
Taghum Community Hall Society	1	\$	200
Taghum Shell (1997)	6	\$	356
Team Aquatic Supplies	1	\$	2,417
Technical Safety BC	1	\$	465
Teck Metals Ltd	1	\$	1,050
Telus Communications Inc	4	\$	1,966
Telus Communications Inc. Mascon by Telus	4	\$	280
Tenaquip Industrial Distribution	2	\$	551
Terus Construction Ltd.	1	\$	57
The Trainer's Box	1	\$	494
The Ursa Project Society	1	\$	729
Thiele, Dustin	1	\$	190
ThinkTel	1	\$	327
Tierney, Roger Bruce	1	\$	188
Tip-it Waste Solutions Kootenay	5	\$	2,271
Trainor Mechanical Contractors Ltd	1	\$	893
Tratech Mechanical Ltd	2	\$	786
Troy Life & Fire Safety Ltd	1	\$	425
Tu-Dor Lock & Safe Ltd	6	\$	1,250
Uhlenbrauck, Tyler	1	\$	280
Uline Canada Corporation	5	\$	2,141
Union of Spiritual Communities of Christ	1	\$	1,000
Valhalla Wilderness Society	1	\$	3,000

Remaining 20% of payments by value	Number of Payments		Value
	999	\$	
Vallen Canada Inc	1	\$	406
Valley Voice Ltd	1	\$	128
Van Houtte Coffee Services	3	\$	629
Van Kam Freightways Ltd	6	\$	2,604
Vandenberghe, Kelly	1	\$	179
VH Sport Canada	6	\$	932
Vousden, Jodi	1	\$	478
W.H. Excavating	2	\$	1,339
Walker, Evan	1	\$	88
Waste Management	10	\$	5,985
Watson, Aimee	2	\$	308
WE Graham Community Service Society	3	\$	5,500
Weatherhead, Teresa A	1	\$	208
Wells Fargo Equipment	3	\$	2,701
Wesco Distribution-Canada Inc	2	\$	279
Western Auto Wreckers (1974) Ltd	1	\$	130
Wetter, Bronwen	1	\$	77
WFR Wholesale Fire & Rescue Ltd	11	\$	13,608
Wilkinson, James	3	\$	692
Winlaw Mini-Mart	1	\$	184
Wolf, Uli S	1	\$	366
Wolseley Waterworks Branch	2	\$	1,002
Wood Wyant Inc	4	\$	3,472
Wood, Roy	1	\$	120
WSP Canada Inc.	1	\$	1,885
Xplore Inc.	1	\$	123
Yahk-Kingsgate Firefighters Fund	1	\$	2,000
Yahk-Kingsgate Recreation Society	1	\$	1,300
Yellow Pages Group	1	\$	2
Yellowhead Road & Bridge	1	\$	200
Zimich, Robert	1	\$	699
Zone West Enterprises Ltd	1	\$	417

Employees and Directors November 2024

Directors	Number of Payments	Value	
	25		4,839
Casley, Leonard	1	\$	1,128
Cunningham, Hans	2	\$	91
DeBoon, Arnold Frank	1	\$	207
Graham, Cheryl Elaine	2	\$	93
Hanegraaf, Henny (Henrica)	1	\$	1,469
Hewat, Suzan	1	\$	98
Jackman, Garry	1	\$	101
Lockwood, Diana LD	2	\$	117
Lunn, Jessica	1	\$	105
Main, Leah	1	\$	136
McFaddin, Maria June	1	\$	69
McLaren-Caux, Aiden(Kenneth)	1	\$	205
Newell, Thomas	2	\$	39
Popoff, Walter A	2	\$	87
Smienk, Johannes	1	\$	11
Tierney, Roger Bruce	1	\$	188
Vandenberghe, Kelly	1	\$	179
Watson, Aimee	2	\$	308
Weatherhead, Teresa A	1	\$	208

Employees	Number of Payments	Value	
	88	\$	18,907
Beaudet, Philippe	1	\$	704
Bergeron, Genevieve	1	\$	443
Bernstein, Jeremy	1	\$	160
Bodley, Peter	1	\$	8
Briggs, Nathan	2	\$	394
Briscoe, Ian	1	\$	64
Brown, Reyna	1	\$	126
Bumstead, Brian	2	\$	134
Carmichael, Donna	1	\$	238
Casavant, Kurt	2	\$	456
Chernenko, Rob	1	\$	231
Clarke, Ryan	2	\$	389
Cochrane, Jonathan M	1	\$	66
Drew, Brennan	1	\$	33
Dye, Shane	1	\$	50
Fanthorpe, Jill	1	\$	50
Fehr, Carol	2	\$	904
Fishlock, Garrett	1	\$	90
Gerard, Adam	2	\$	213
Giacomazzo, Zachari	1	\$	35
Greatrex, Sandee	1	\$	189
Greene, Gregory	3	\$	1,200
Guille, Pamela	1	\$	358
Haire, Marjorie	1	\$	103
Hall, Alexander	1	\$	48
Hewgill, Mathew	1	\$	60
Hogg, Patricia	1	\$	39
Hopkyns, Christine	1	\$	524
Hopkyns, John (Chris)	1	\$	63
Jameson, Gordon	2	\$	300
Kindred, Shelly	1	\$	35
Knight, Chantal	1	\$	135
Knudsen, Leroy B	1	\$	92
Lavis, Thomas	1	\$	262
LeBlanc, Amanda	1	\$	1,060
Lehnert, Chris	1	\$	168
Lorencz, Cal	2	\$	197
Luck, Kalen	1	\$	157
Magaw, Donna	2	\$	62
Maglio, Benjamin	1	\$	200
Marshall Smith, Paris	1	\$	225
Medhurst, Cory	1	\$	270
Montgomery, Matthew	1	\$	125
Morrison, Erin	2	\$	322
Mountford, Sophia	1	\$	168
Nawalkowski, Samantha	1	\$	48
Patz, Andrea	1	\$	204
Pipe, Nicolai	1	\$	196
Plaumann, Jonas	1	\$	401
Plaumann, Klaus	1	\$	412
Poisson-Gagnon, Vincent	1	\$	48
Posgate, Evelyn	2	\$	157

Employees	Number of Payments		Value	
	88	\$		18,907
Pyle, Charles (Clayton) J	1	\$		41
Quarry, Brad	1	\$		42
Reesor, Andrew	1	\$		160
Roenspiess, Ethan (Kai)	1	\$		42
Seidelin, Gregory	1	\$		126
Shorter, Greg	3	\$		1,617
Siminoff, Steven	2	\$		566
Smith, Heather	1	\$		719
Snauwaert, Ethan	1	\$		70
Stevenson, Max	1	\$		300
Stimac, Josip	1	\$		285
Uhlenbrauck, Tyler	1	\$		280
Walker, Evan	1	\$		88
Wetter, Bronwen	1	\$		77
Wilkinson, James	3	\$		692
Wolf, Uli S	1	\$		366
Wood, Roy	1	\$		120
Zimich, Robert	1	\$		699

Accounts Payable for November 2024 Breakdown by Type of Payment

All Other Vendors	Number of Payments		Value	
	944	\$		2,613,511
1022117 Alberta Ltd.	1	\$		10,404
1400142 BC Ltd.	1	\$		1,072
1426051 BC Ltd DBA: Simon's Garage Door Services	1	\$		247
1583343 Ontario Inc. O/A Swiss Print International	1	\$		3,662
360° Contracting	2	\$		2,756
5 Star Services and Products Inc.	1	\$		457
A-3 Plumbing Heating & Gas Fitting Ltd	1	\$		1,129
ACE Courier Services	11	\$		833
Acklands-Grainger Inc	5	\$		631
Air Liquide Canada Inc	6	\$		398
Alberta Fire Chiefs Association	1	\$		964
All Elements Industries Ltd.	1	\$		362
ALS Canada Ltd.	3	\$		3,771
Andex Equipment Rentals	4	\$		5,425
Andre's TV Sales & Service Ltd.	1	\$		3,592
Andrew Sheret Ltd	11	\$		5,173
Arccright Plumbing & Heating	2	\$		176
Arete Safety and Protection Inc.	1	\$		1,259
Arrow Lakes Aggregates	1	\$		17,945
Associated Engineering	1	\$		4,614
Associated Fire Safety Equipment	7	\$		6,996
Atomic Crayon	1	\$		1,411
Avail Custom Contracting Inc.	1	\$		1,846
B&L Security Patrol (1981) Ltd	2	\$		3,505
Basil, Jared	1	\$		605
BC Federation of Labour	1	\$		163
BC Hydro & Power Authority	5	\$		4,217
BC Municipal Safety Association	1	\$		1,326
BC Transit	5	\$		218,079
Berm Consulting Ltd	1	\$		277
BGC Engineering Inc.	1	\$		6,109
Bill's Heavy Duty Enterprises (2004) Ltd.	2	\$		861
Black Press Group Ltd	6	\$		2,782
Borsos, Deb	1	\$		2,250
Boswell, Dorian DBA: DBoz Consulting	1	\$		1,386
Brenntag Canada Inc	1	\$		4,013
Brilliant Resources Ltd dba The Salmo Pump Esso	2	\$		97
C.A. Fischer Lumber Co. Ltd.	8	\$		652
Calvert-Smith, Corrina	1	\$		220
Canadian Centre for Occupational Health and Safety	3	\$		60
Canadian Fitness Education Services Ltd	1	\$		514
Canadian Linen & Uniform	7	\$		1,053
Canadian Red Cross	3	\$		1,775
CanCADD Imaging Solutions Ltd.	1	\$		854
CanGas Propane Inc.	16	\$		19,018
Canoe - Ecol Electric	1	\$		507
Canoe - Kal Tire Castlegar	2	\$		4,400
Canoe - Kal Tire Creston	1	\$		1,467
Canoe - Michelin North America	1	\$		2,959
Caro Analytical Services	3	\$		2,313
Carvello Law Corporation	1	\$		3,273
Cascade Lock & Safe	2	\$		161
CDW Canada Corp	8	\$		7,943
Cintas Canada Ltd Location 889	1	\$		167
Clark, Kim	1	\$		1,365
Cleartech Industries Inc	7	\$		20,501
Cloverdale Paint Inc	1	\$		1,327
Columbia Basin Broadband Corporation	1	\$		5,001
Columbia Wireless Inc	5	\$		409
Comfort Welding Ltd	8	\$		636
Connect Hearing	1	\$		1,365
Cowan's Office Supplies	31	\$		6,346
Cranbrook Water Conditioning Ltd.	6	\$		283
Crawford Bay Store	4	\$		346
Crawford Truck & Equipment	3	\$		1,801
Crescent Valley Community Hall Society	1	\$		80
Crescent Valley Firemans Fund	1	\$		4,863
Creston Card & Stationery	3	\$		218
Creston Electric Inc.	1	\$		71,400
Creston, Town Of	4	\$		199,019
Cupe Local 2262	2	\$		5,276
Cupe Local 748	2	\$		1,293
CW Heavy Duty LTD	1	\$		10,346
Dave's Plumbing Ltd	3	\$		8,921
DB Perks & Associates Ltd	4	\$		1,078
Dominion Govlaw LLP	2	\$		3,630
Downtown Automotive	1	\$		721
East Shore Internet Society	2	\$		130
EcoLogic Consultants Ltd.	1	\$		1,306
Enercon Water Treatment Ltd	2	\$		2,293
Entandem	2	\$		284
Environmental Operators Certification Program	10	\$		1,765
Eric Etelamaki Holdings	1	\$		504
Evoke Buildings Engineering Inc.	2	\$		2,616
Expresslane Deliveries	1	\$		395
Federated Co-Operatives Ltd	3	\$		2,582
Fluent Information Management Systems Inc	1	\$		420
FortisBC - Electricity	30	\$		57,371
Fortisbc - Natural Gas	2	\$		25,717
Four Star Communications Inc	1	\$		126

All Other Vendors	Number of Payments		Value
	944	\$	
			2,613,511
Fraser Valley Building Supplies Inc.	4	\$	264
Freemotion Fitness Inc.	1	\$	1,139
Frozen Solutions Inc. dba Frozen Refrigeration	4	\$	19,114
Geo H Hewitt Co Ltd	2	\$	82
GFL Environmental Inc.	16	\$	126,251
GHD Limited	2	\$	12,723
GHG Accounting Services Ltd.	2	\$	11,496
Gilbert Parts Depot	14	\$	2,175
Glendale Tire Ltd.	1	\$	134
Goat Mountain Enterprises Ltd	1	\$	2,100
Gogh Van Custom Framing	1	\$	300
Gray Creek Store	3	\$	55
Gray's Contracting	1	\$	1,151
Guille, Pam	2	\$	2,730
Guillevin International Inc	8	\$	874
Gwil Industries Inc.	1	\$	1,470
Hall Printing	5	\$	1,526
Halo Software LLC	1	\$	1,186
Haul-All Equipment Ltd.	1	\$	18,447
Heritage Roofing & Sheet Metal Ltd.	2	\$	57,221
Hipperson Hardware	3	\$	102
Hitchon, William DBA: 5th Gear	1	\$	2,750
Hi-Way 9 Express Ltd	2	\$	61
Hubert, Cody	1	\$	930
Hufty's Leasing Ltd	1	\$	548
Hume Hotel	1	\$	664
Hywood Truck & Equipment Ltd	10	\$	6,344
I.T. Blueprint Solutions Consulting Inc.	2	\$	606
In the Air Networks	1	\$	102
Industrial Alliance Insurance and Financial Services Inc.	1	\$	1,033
Infosat Communications	1	\$	229
Inland Allcare	21	\$	8,418
Insight Canada Inc.	1	\$	15,102
Interior Health Authority - Environmental Health	1	\$	147
Interior Reforestation Co. Ltd.	1	\$	9,240
Iridia Medical	1	\$	604
Iron Mountain	1	\$	557
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	14	\$	1,611
Jennifer Wickwire	1	\$	200
Joint Force Tactical	1	\$	140
Justice Institute Of Bc	2	\$	22,339
Kaslo Building Maintenance	1	\$	609
Kaslo Building Supplies	3	\$	109
Kaslo Front Street Market	1	\$	26
Kaslo Home Hardware	1	\$	4
Kaslo Infonet Society	3	\$	165,612
Kaslo Pump	1	\$	440
Kaslo, Village Of	1	\$	66
Kathy Gordon's Cleaning Services	6	\$	971
Keefer Ecological Services Ltd.	1	\$	15,305
Kel Print	1	\$	36
Kelly's Maintenance and Services	1	\$	3,062
Kendrick Equipment (2003) Ltd	1	\$	2,767
Keyserlingk, Martin	1	\$	692
Kilburn, Jackie	1	\$	1,960
Klines Motors Ltd.	1	\$	1,951
Knapper, Terry	1	\$	181
Kokanee Chalets	1	\$	950
Kokanee Fire & Safety Ltd.	1	\$	546
Kokanee Ford Sales Ltd.	4	\$	4,083
Kone Inc	1	\$	297
Kootenay Fire Chief Association	1	\$	300
Kootenay Glass & Mirror Ltd	1	\$	265
Kootenay Ground Maintenance Ltd.	1	\$	788
Kootenay Industrial Supply Ltd	9	\$	520
Kootenay Valley Water & Spas	2	\$	63
Landmark Equipment	1	\$	1,284
LCL Enterprises	2	\$	4,462
Lectric Ave Electronics	1	\$	47
Lesperance Mendes	1	\$	4,416
Licker Geospatial Consulting Ltd.	1	\$	15,875
Lidstone & Company	3	\$	2,867
Lifesaving Society (Burnaby)	13	\$	2,420
LIVunLtd	1	\$	117
Lo-Cost Propane	2	\$	2,749
Lordco Parts Ltd	12	\$	666
M'akola Development Services	1	\$	10,700
Mad Dog Electrical and Construction	1	\$	100
Main Jet Motorsports Inc	2	\$	78
Mannama, Miikael	1	\$	320
Martech Motor Winding Ltd	2	\$	1,539
Masse Environmental Consultants Ltd.	8	\$	21,471
Matrix Refrigeration Inc.	1	\$	840
Mayday Electric Ltd	4	\$	1,615
Micah's Plumbing & Heating Ltd.	2	\$	1,361
Micro Com Systems Ltd	1	\$	6,092
Mid Town Motors	2	\$	484
Mills Bros Construction Ltd	1	\$	784
Mills Office Productivity	1	\$	112
Minister of Finance	2	\$	7,966
Minister Of Finance - Product Distribution Centre	10	\$	4,536
Mitchell Supply Ltd	3	\$	227
Mountain Eagle Security 2005 Ltd.	1	\$	94,784
Mountain Transport Institute Ltd	1	\$	1,470
Munters Canada Inc.	1	\$	3,768

All Other Vendors	Number of Payments		Value
	944	\$	
			2,613,511
Nanaimo, City of	10	\$	3,995
Napa Auto Parts (Nelson)	4	\$	123
Navigata Communications Ltd. dba ThinkTel	1	\$	20
Nelson Building Centre Ltd	21	\$	3,851
Nelson Farmers Supply Ltd	2	\$	20
Nelson Hydro	10	\$	41,380
Nelson Toyota	1	\$	197
Nelson, City Of	4	\$	3,690
New Denver, Village Of	1	\$	291
North Mountain Construction	3	\$	379,548
Northtown Rental & Sales	1	\$	112
Okanagan Office Systems	3	\$	3,265
Orion Fire Distribution Ltd.	2	\$	2,930
Ottoted Engineering Corp.	1	\$	3,346
Overland West Freight Lines Ltd	3	\$	3,070
Pass Creek Fire Dept Social Club	1	\$	3,850
Passmore Laboratory Ltd	5	\$	1,150
Pereversoff Automotive Repair	2	\$	376
Pete's Mobile Small Engine	1	\$	461
Phoenix Designs & Apparel	2	\$	551
Pitney Bowes	1	\$	553
Pitney Works	1	\$	6,300
PIVA Mechanical Ind Ltd	1	\$	630
Power Paving	1	\$	85,865
Prestige Lakeside Resort	2	\$	1,279
Propane Busters Inc.	1	\$	3,845
Purrolator Inc	3	\$	568
Pyramid Building Supplies	3	\$	989
Quality Saw & Knife Ltd.	2	\$	1,202
RC Strategies Inc.	2	\$	18,258
Reliance Office Services Ltd	1	\$	2,520
Right Touch Auto Detailing, The	2	\$	838
Riondel Cable Society	3	\$	120
Riteway Holdings Ltd. dba Tremlock Properties Ltd	1	\$	879
Riverside Farm	3	\$	6,398
Roadpost Inc. T46274	3	\$	961
Robot Spider Clothing and Screenworks	1	\$	166
Rocky Mountain Agencies	6	\$	18,576
Rocky Mountain Phoenix	8	\$	10,670
Roth IAMS	1	\$	2,759
Salmo Valley Youth & Community Centre	1	\$	867
Scot Norsemen Enterprises Inc.	1	\$	349
Selkirk Security Services Ltd	1	\$	63
SFJ Inc.	1	\$	4,009
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,123
Shaw Cable	20	\$	3,280
Shopa'S Excavating Ltd	1	\$	14,557
Silverton Building Supplies Ltd	1	\$	10
Sk Electronics Ltd	15	\$	6,361
Skyway Hardware	1	\$	39
SL Telecom	1	\$	2,049
Slocan Park Community Hall Society	1	\$	705
Slocan Valley Home Hardware	7	\$	490
SLR Consulting (Canada) Ltd.	1	\$	8,043
Smokey Creek Salvage	2	\$	594
SNT Geotechnical Ltd.	1	\$	4,467
Speedpro Signs	2	\$	707
Speedpro Signs (Trail)	1	\$	593
Sperling Hansen Associates Inc	2	\$	9,885
SRK Consulting (Canada) Inc.	1	\$	2,343
Stafford Welding	8	\$	4,678
Steeves and Associates	1	\$	2,008
Sterling Backcheck Canada Corp.	1	\$	155
Stewart Mcdannold Stuart	1	\$	1,388
Stewart, Heather	1	\$	44
Summit Truck & Equipment Repair	1	\$	719
Sun Life Assurance Company of Canada	2	\$	1,211
Sundry Vendor	56	\$	116,691
Taghum Shell (1997)	6	\$	356
Team Aquatic Supplies	1	\$	2,417
Technical Safety BC	1	\$	465
Teck Metals Ltd	1	\$	1,050
Telus Communications Inc	5	\$	8,139
Telus Communications Inc. Mascon by Telus	4	\$	280
Tenaquip Industrial Distribution	2	\$	551
Terus Construction Ltd.	1	\$	57
The Adventure Hotel	1	\$	6,431
The Trainer's Box	1	\$	494
Thiele, Dustin	1	\$	190
ThinkTel	1	\$	327
Tip-it Waste Solutions Kootenay	5	\$	2,271
Trainor Mechanical Contractors Ltd	2	\$	147,435
Tratech Mechanical Ltd	2	\$	786
Troy Life & Fire Safety Ltd	1	\$	425
Tu-Dor Lock & Safe Ltd	6	\$	1,250
Uline Canada Corporation	5	\$	2,141
Valhalla Wilderness Society	1	\$	3,000
Vallen Canada Inc	1	\$	406
Valley Voice Ltd	1	\$	128
Van Houtte Coffee Services	3	\$	629
Van Kam Freightways Ltd	6	\$	2,604
VH Sport Canada	6	\$	932
Vousden, Jodi	1	\$	478
W.H. Excavating	2	\$	1,339
Waste Management	10	\$	5,985

All Other Vendors	Number of Payments		Value
	944	\$	
Watt Consulting Group	1	\$	4,917
Wells Fargo Equipment	3	\$	2,701
Wesco Distribution-Canada Inc	2	\$	279
Western Auto Wreckers (1974) Ltd	1	\$	130
Western Water Associates Ltd.	1	\$	5,389
WEX Canada Ltd.	1	\$	5,875
WFR Wholesale Fire & Rescue Ltd	11	\$	13,608
Wild West Drilling Inc	1	\$	12,017
Wildsight	1	\$	27,640
Winlaw Mini-Mart	1	\$	184
Wolseley Waterworks Branch	2	\$	1,002
Wood Wyant Inc	4	\$	3,472
WSP Canada Inc.	1	\$	1,885
Xplore Inc.	1	\$	123
Yahk-Kingsgate Firefighters Fund	1	\$	2,000
Yahk-Kingsgate Recreation Society	1	\$	1,300
Yellow Pages Group	1	\$	2
Yellowhead Road & Bridge	1	\$	200
Zone West Enterprises Ltd	1	\$	417

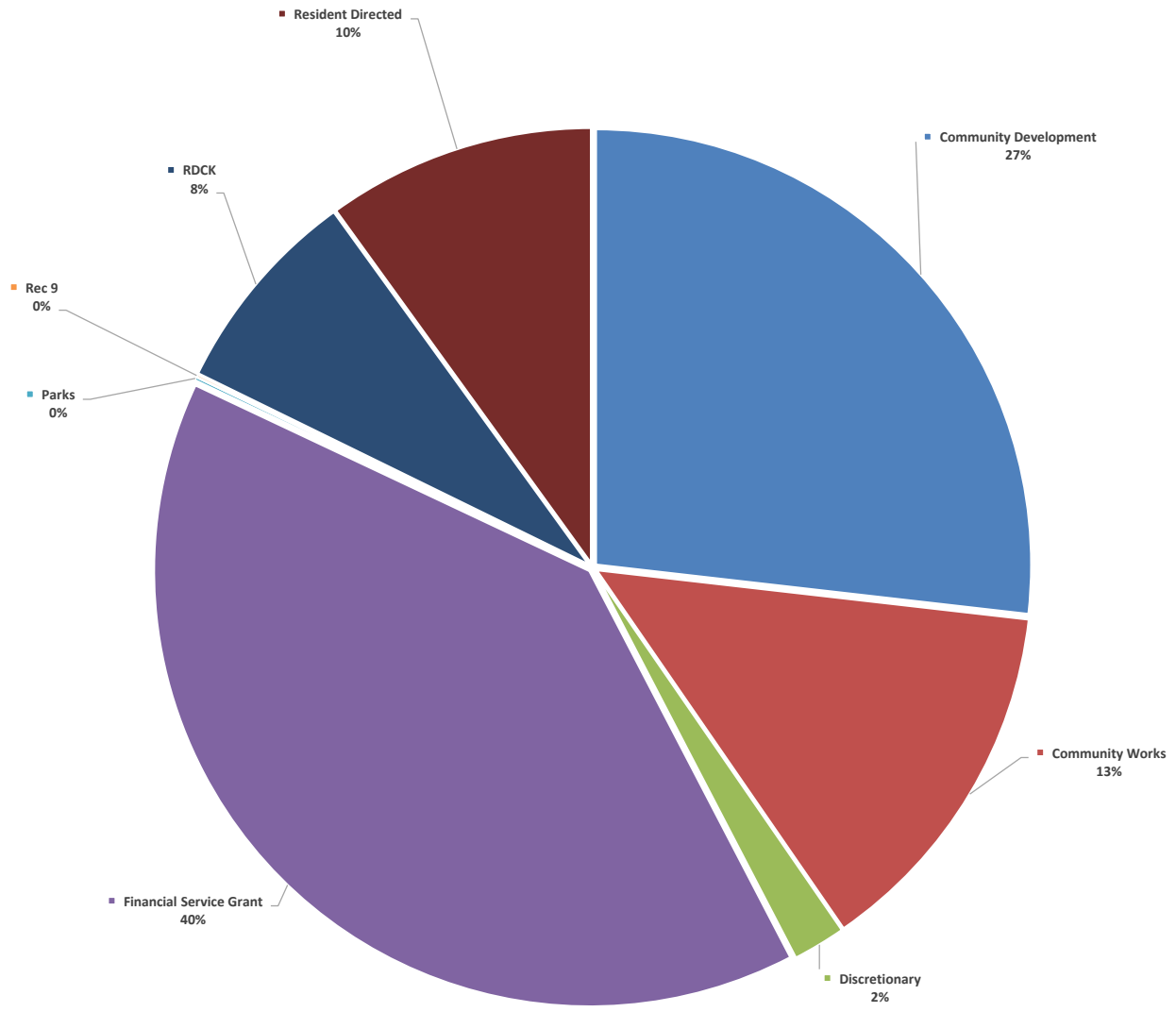
Sundry Payments for November 2024 Breakdown by Description of Payment

Sundry	Description of Payment	\$	Value	116,691
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	3,717.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	3,030.00	
Sundry Vendor	FIR-FireSmart Neighbourhood Program	\$	3,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,883.29	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,715.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,715.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,715.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,700.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,600.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,600.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,500.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,450.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,450.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,400.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,400.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,400.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,350.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,350.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,350.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,350.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,350.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,350.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,300.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,300.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,250.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,250.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,250.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,250.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,150.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,050.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,800.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,575.73	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,467.03	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,444.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,344.00	
Sundry Vendor	FIR-FireSmart Neighbourhood Program	\$	1,168.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	992.95	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	950.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	855.00	
Sundry Vendor	PLN-Reimburse 50% of Withdrawn Application Fee-Z24	\$	800.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	762.45	
Sundry Vendor	ENV-Woodstove Exchange Program	\$	600.00	
Sundry Vendor	ENV-Woodstove Exchange Program	\$	600.00	
Sundry Vendor	ENV-Woodstove Exchange Program	\$	600.00	
Sundry Vendor	ENV-Woodstove Exchange Program	\$	500.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	500.00	
Sundry Vendor	NDCC-Rec Refund Request	\$	166.36	
Sundry Vendor	ECC-Lunches	\$	102.32	
Sundry Vendor	NDCC-Rec Refund Request	\$	101.67	
Sundry Vendor	CDCC-Rec Refund Request	\$	51.64	
Sundry Vendor	FIR-Medical Exam R Bergmann	\$	35.00	

Accounts Payable for November 2024 Breakdown by Type of Payment

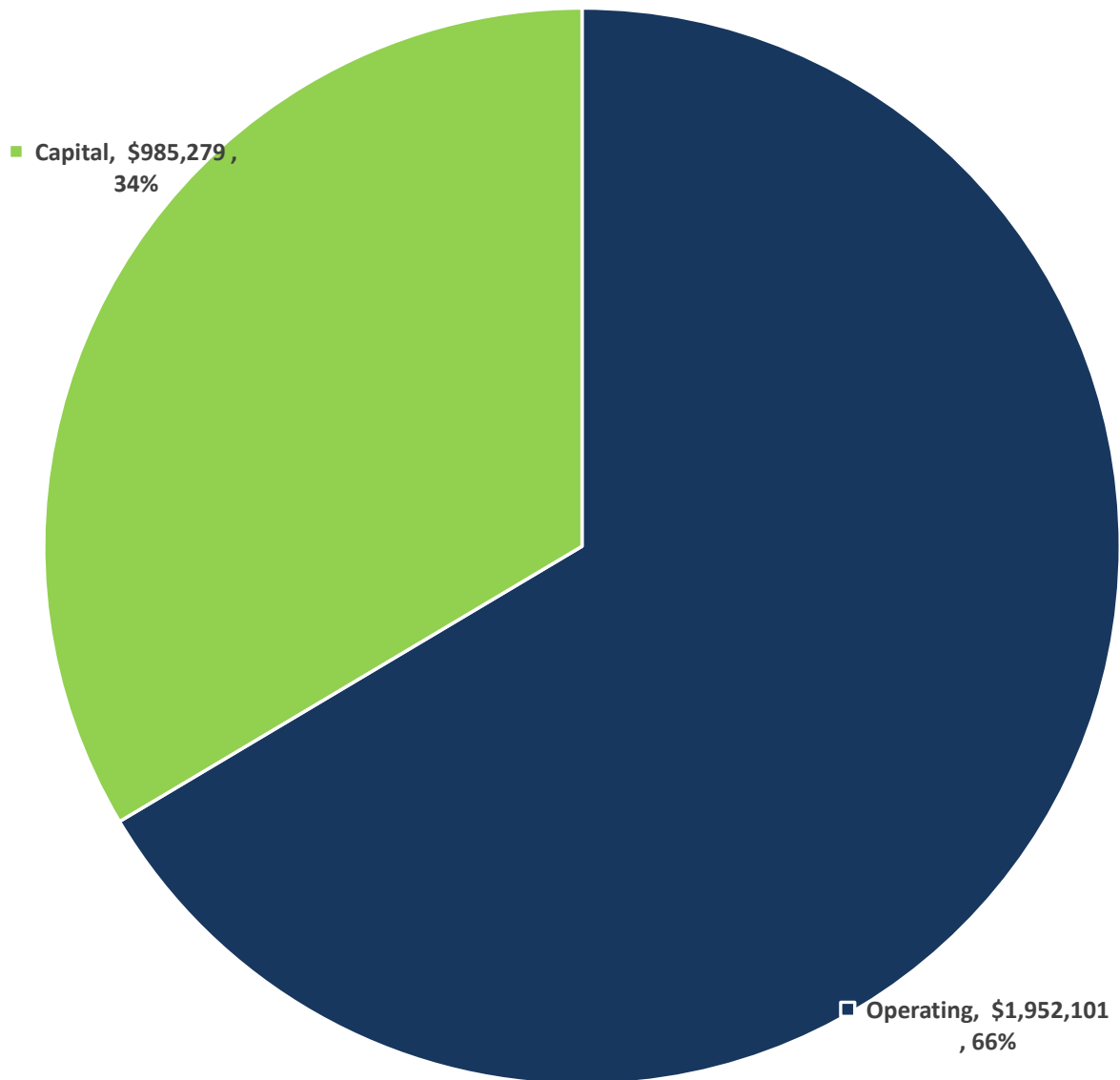
Discretionary, Community Development, and Other Grants	Number of Payments		385,210
	32	\$	
Ainsworth Recreation Association	1	\$	1,000
Arrow Lakes Fine Arts Guild	1	\$	604
Castlegar Sculpturewalk Society	1	\$	1,000
Castlegar, City of	1	\$	116,000
Creston, Town of	3	\$	82,390
Eastshore Circle of Friends Society	2	\$	1,293
Friends of Pulpit Rock Society	1	\$	511
Inonoaklin Recreation Commission	1	\$	2,134
Izu-Shi Friendship Society	1	\$	1,767
Kootenay Emergency Response Physicians Assoc.	1	\$	16,607
Kootenay Employment Services	1	\$	5,666
Kootenay Gallery of Art, History and Science	1	\$	45,000
Kootenay Lake Hospital Foundation	1	\$	1,000
Nakusp Ski Club Association	1	\$	18,246
Nakusp Volunteer Fire Brigade	1	\$	17,800
Nelson Public Library	2	\$	2,700
Ootschenia Improvement District	1	\$	37,800
Salmo & District Arts Council (SDAC)	1	\$	5,000
Salmo, Village of	1	\$	4,426
Slocan Valley Threads Guild	1	\$	500
Taghum Community Hall Society	1	\$	200
The Ursa Project Society	1	\$	729
Union of Spiritual Communities of Christ	1	\$	1,000
WE Graham Community Service Society	3	\$	5,500
Ymir Arts & Museum Society	1	\$	6,766
Ymir Community Association	1	\$	9,570

Grants by Type



- Community Development
- Community Works
- Discretionary
- Financial Service Grant
- Parks
- Rec 9
- RDCK
- Resident Directed

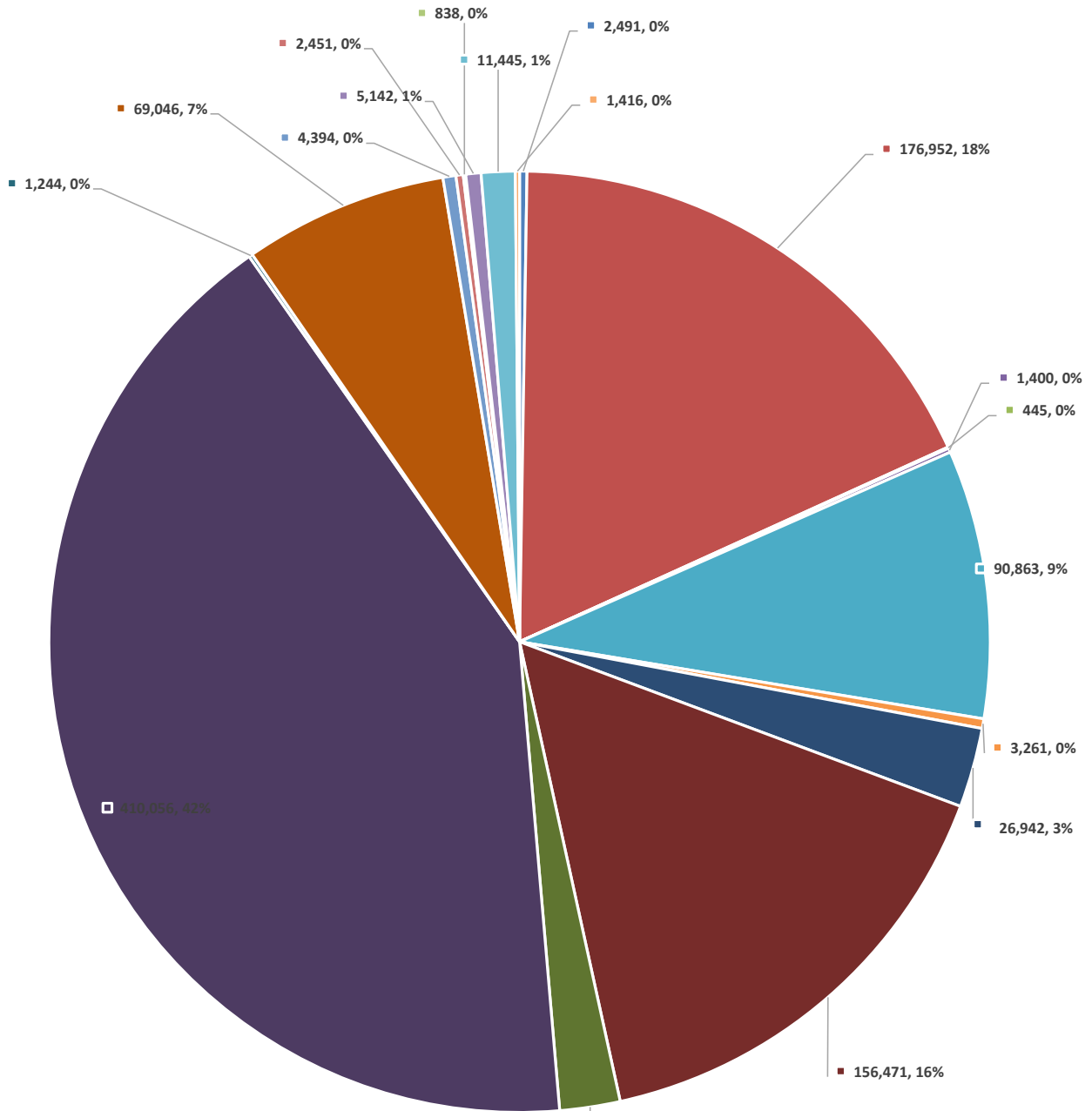
November 2024 Capital VS Operating Expenditures



■ Operating

■ Capital

November 2024 Capital by Service



- Arena (Castlegar Complex)-Castlegar and Areas I and J
- Economic Development-Area A
- Fire Protection-Area F (North Shore)
- Fire Protection-Area I (Tarrys, Pass Creek)
- Fire Protection-Areas E and F (Beasley, Blewett)
- General Administration
- Recreation Facility-Creston and Areas B, C and Area A
- Recreation Facility-Nelson and Areas F and Defined E
- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slokan and Area H, I, J, and K
- Regional Parks-Area A
- Water Utility-Area A (Riondel)
- Water Utility-Area B (Arrow Creek)
- Water Utility-Area B (Erickson)
- Water Utility-Area B (Lister)
- Water Utility-Area E (Balfour)
- Water Utility-Area K (Burton)
- Water Utility-Area K (Edgewood)



Board Report

Date of Report: November 12, 2024
Date & Type of Meeting: December 12, 2024 Board Meeting
Author: Zachari Giacomazzo, Planner
Subject: LAND USE BYLAW AMENDMENTS
File: Z2101C – Heartland Mennonite Brotherhood
Electoral Area/Municipality: C

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is for the Board to consider third reading and adoption of Amendment Bylaw No. 2786, being a bylaw to amend Electoral Area ‘C’ Comprehensive Land Use Bylaw No. 2317, 2013. The subject property is located at 2702 Highway 3A in Wynndel, Electoral Area ‘C’.

The purpose of the amendment is to change the OCP designation from Agriculture (AG) to Community Services and Administration (CS) and to rezone the subject property from Agriculture 2 (AG2) to Community Services (CS) to authorize the construction of a place of worship and related accessory uses on the subject property.

In accordance with Board Resolution 520/24 from the September Board meeting, a public hearing was held on October 30, 2024 and no members of the public attended. Staff recommend that no further action be taken with regard to Electoral Area ‘C’ Comprehensive Land Use Amendment Bylaw No. 2786.

SECTION 2: BACKGROUND/ANALYSIS

SITE CONTEXT

The 3.1 ha fee simple lot is located in Wynndel, east of Highway 3A and approximately 3 km north of the Town of Creston in an area comprised mostly of residential and agricultural land uses. The subject property is designated Agriculture (AG) and zoned Agriculture Two (AG2) under the *Electoral Area ‘C’ Comprehensive Land Use Bylaw No. 2317, 2013*. The site is presently vacant and a domestic well has recently been drilled on the property. A temporary unsurfaced driveway access has been established at the south western corner of the property close to the parking area for the Mountain Barn café. The property is mostly flat however there is a natural depression that runs north to south through the middle of the property and directs surface water runoff and snowmelt to a low area on the adjacent property to the south (2688 Highway 3A).

GENERAL INFORMATION

Property Owner: Heartland Mennonite Brotherhood
Property Location: 2702 Highway 3A, Wynndel, Electoral Area ‘C’
Legal Description: LOT 2 DISTRICT LOT 892 KOOTENAY DISTRICT PLAN EPP53196 (029-709-458)
Property Size: 3.1 hectares (7.8 acres)

SURROUNDING LAND USES

North: Agriculture and private road
East: Agriculture and private road

South: Agriculture

West: Agriculture (ALR) Rural Residential and private road



Figure 1 - Location Map

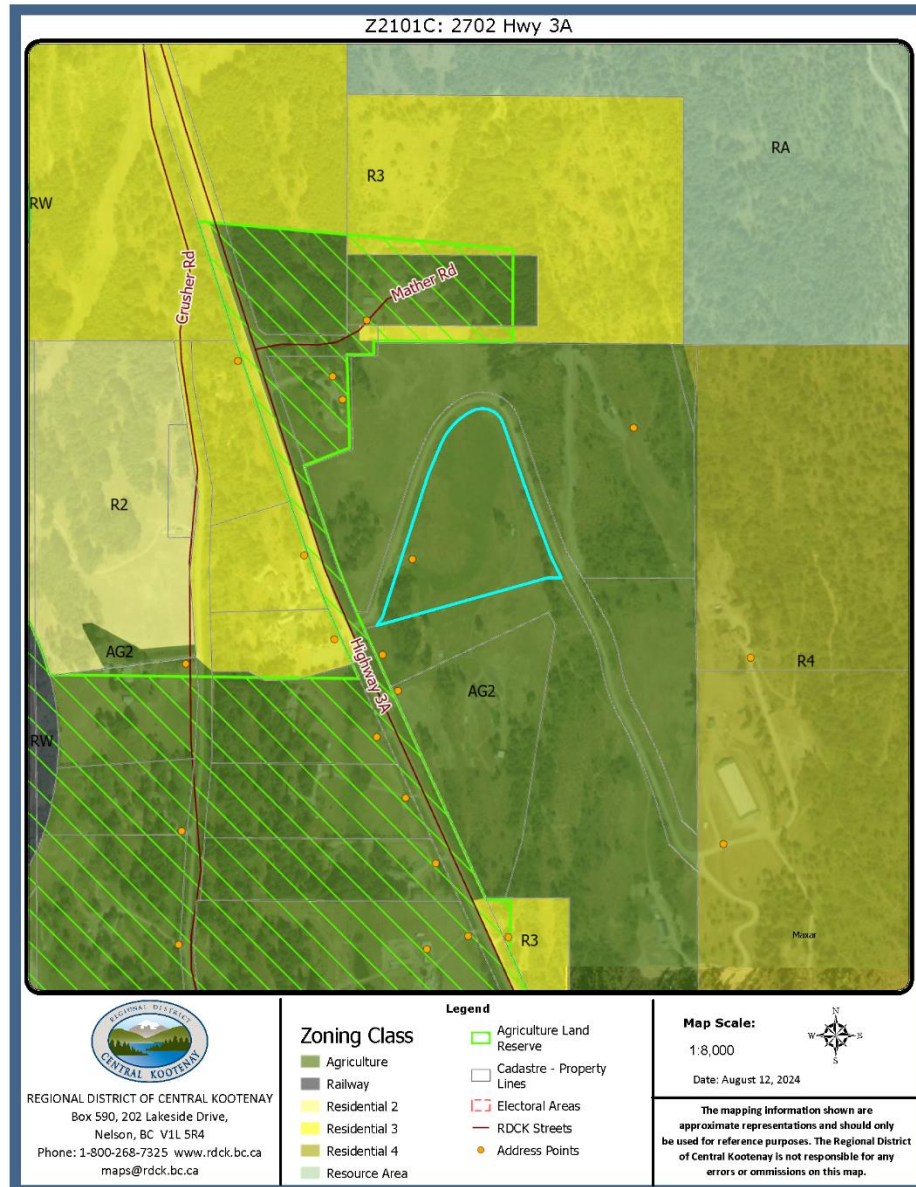


Figure 2 - Zoning Map

DEVELOPMENT PROPOSAL

This application seeks to amend the land use designation from Agriculture (AG) to Community Services and Administration (CS), and to rezone the subject property from Agriculture 2 (AG2) to Community Services (CS). The applicant seeks these bylaw amendments to facilitate the construction of a place of worship and related accessory uses on the subject property.



Figure 3 - Proposed Site Plan (not to scale)



Figure 4 - View looking south towards the subject property from the private road that surrounds the north, east and west sides of the lot.

EXISTING PLANNING POLICY

Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013

The following policies from the Electoral 'C' Official Community Plan (OCP) were noted as being relevant to the current application. These policies are intended to guide decision making when considering land use amendments and development applications.

3.0 AGRICULTURE

Agriculture Objectives

1. To preserve and promote the use of agricultural land for current and future agricultural production, and to protect this land from uses which are inconsistent with agricultural use or are incompatible with existing agricultural uses in the area.
2. To encourage the agricultural sector's viability by pursuing supportive land use policies within and adjacent to farming areas and to ensure adequate water and land resources for agricultural purposes with recognition of the importance of local food production.

3. To support agricultural land use practices that do not adversely affect the surrounding environment nor compromise the capability of the land for future food production.
4. To support agricultural land use practices within and adjacent to farming areas that seek to minimize conflicts between agriculture and other land uses.

Agriculture Policies

The Regional Board:

9. To work with the Town of Creston on a co-operative approach to agricultural lands within the urban / rural interface that will mitigate the loss of agricultural land to future growth.
12. May require that new development adjacent to agricultural areas provide sufficient buffering in the form of setbacks, fencing or landscaping.
20. Supports the RDCK Agricultural Area Plan (2011).

6.0 COMMUNITY SERVICES AND ADMINISTRATION

Community Services and Administration Objectives

2. To direct administrative and community service development to areas where services and amenities are more readily available and where they best serve the needs of the community.
9. To recognize the variety of spiritual and cultural activities important to residents of the unincorporated communities within Electoral Area 'C'.

Agricultural Area Plan

In 2011, the RDCK developed an Agricultural Plan with the overall goal of increasing the quantity and quality of agricultural production in the Region.

The purpose of the Agriculture Area Plan is to ensure that the agricultural capability of the area is realized and protected as part of a secure food supply for the region. Agriculture in the Region is characterized by its diversity, with larger operations predominantly in the Creston Valley and many small-lot farms spread across the RDCK. The Plan's recommendations address all sizes and forms of farm operations.

Some of the issues facing farmers and food producers in the region were identified through public consultation when the Agriculture Plan was developed. Some of the issues that are relevant to the current report include:

- ongoing loss of farmland; and,
- farm income cannot support the purchase of land at residential / recreational market values.

The report goes on to make several recommendations which address agricultural viability, capability and secure food supply recommendations. The recommendations relevant to this application are listed below:

CAPABILITY RECOMMENDATION #2 It is recommended that the RDCK work with member municipalities to investigate a co-operative approach to agricultural lands within the urban / rural interface that will mitigate the loss of agricultural land to urban boundary expansions. ("build up, not out").

CAPABILITY RECOMMENDATION #3 It is recommended that the RDCK encourage the protection of agricultural land where appropriate, through the Official Community Plan process and other land use planning tools.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

Pursuant to Planning Fees and Procedures Bylaw No. 2457, 2015 the applicant has paid the CLUB Amendment Application fee of \$1600 in full.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

The application was processed in accordance with Planning Fees and Procedures Bylaw No. 2457, 2015.

3.3 Environmental Considerations

The development of Agricultural land is not easily reversed or undone. Once Agricultural land is developed for a commercial, industrial, residential or institutional purposes, the use of the land is rarely returned to agriculture. The associated infrastructure and services (wastewater system, parking areas, buildings/structures) inherently sterilizes the land for intensive agricultural uses.

3.4 Social Considerations:

Staff have received written responses from 4 surrounding land owners. 3 of the responses are in opposition and 1 is in support of the proposed Land Use Bylaw Amendment. The responses are included in the Public Hearing Minutes which are attached to this report as Attachment B.

Policies within the Area C CLUB recognize that a variety of spiritual and cultural activities are important to residents of the unincorporated communities within Electoral Area 'C'. Places of worship can be utilized as important community gathering spaces as well as hubs for community engagement and social programming.

3.5 Economic Considerations:

Not applicable.

3.6 Communication Considerations:

Pursuant to the Planning Fees and Procedures Bylaw, the application was referred to 8 households in the community, the Ministry of Transportation, Ministry of Water, Lands and Resource Stewardship, Interior Health Authority, RDCK Fire Services, RDCK Building Services, Fortis BC, BC Hydro, the Director and Alternate Director for Electoral Area 'C', and all First Nations identified as having interests through use of the Consultative Areas Database tool.

The following government agencies and First Nations responded to the referral:

Ministry of Transportation and Infrastructure – Development Officer

The subject property was created by subdivision in 2015 (see attached plan EPP53196). At that time, road right of way was dedicated along the north and east side of the property, but the road was not constructed. Therefore, access to this property is currently via private driveway within a public right of way. The applicant will be required to submit to us a permit application for access to Highway 3a and use of the right of way for the new use, prior to construction. If the applicant wishes to receive public maintenance of the driveway within the public right of way, they will need to construct it to MOTI public road standards. Otherwise, they can continue to use it

as a driveway, and privately maintain it to suite their needs. It is recommended they contact us for further details if they would like to construct the road to public road standards.

MOTI does not have any opposition to the zone change application.

Staff note: The applicant has provided RDCK staff with a copy of an Access Permit issued by MoTI (2021-02226) dated August 25, 2021.

Ministry of Agriculture and Food

Ministry of Agriculture and Food (Ministry) staff are pleased to see that the applicants have selected a property outside of the Agricultural Land Reserve (ALR) for their proposed church. While Ministry staff acknowledge the difficulties that the applicants have had with selecting a suitable property, churches and other associated institutional uses/buildings are better suited to properties that are not zoned for agricultural use.

Ministry staff note that the applicant proposes to construct a parking lot to accommodate 25-30 vehicles. While this is not a substantial amount of vehicles, RDCK may wish to consider requiring a traffic impact assessment that assesses the impact that additional traffic along Hwy 3A may have on nearby agricultural operations.

Thank you for the opportunity to comment on the above noted rezoning application.

Fortis BC – Contract Land Agent

There are no FortisBC Inc (Electric) (“FBC(E)”) primary distribution facilities adjacent the subject property. Significant extension work will likely be required to bring electrical service to the property and potential building site locations.

To date, arrangements have not been made to initiate the design process and complete the servicing requirements.

To proceed, the applicant should contact an FBC(E) designer as noted below for more details regarding design, servicing solutions, and land right requirements. All costs and land right requirements associated with servicing the proposed lots are the responsibility of the applicant.

In order to initiate the design process, the customer must call 1-866-4FORTIS (1-866-436-7847). Please have the following information available in order for FBC(E) to set up the file when you call.

- Electrician’s Name and Phone number
- [FortisBC Total Connected Load Form](#)
- Other technical information relative to electrical servicing

For more information, please refer to FBC(E)’s overhead and underground design requirements:

FortisBC Overhead Design Requirements

<http://fortisbc.com/ServiceMeterGuide>

FortisBC Underground Design Specification

<http://www.fortisbc.com/InstallGuide>

Otherwise, FBC(E) has no concerns with this circulation.

*It should be noted that additional land rights issues may arise from the design process but can be dealt with at that time, prior to construction.
If you have any questions or comments, please contact me at your convenience.*

Interior Health Authority – Healthy Community Development

Any water system providing water to something other than a single family residence, or where the public has access to is considered a “water supply system” under the provincial Drinking Water Protection Act and Regulation.

Appreciate the RDCK’s support in including Interior Health’s requirements as a condition of approval in relation to the Land Use Bylaw Amendment.

The applicant can find more information about what is required of drinking water providers and operators (e.g. what is necessary to comply with the provincial legislation, obtain the required permits) at [Drinking Water Providers & Operators | Businesses | IH \(interiorhealth.ca\)](#).

RDCK Building Department – Senior Building Official

No comments provided.

Ktunaxa Nation Council – Guardianship Referrals Administrator

Regarding two referrals from RDCK to Ktunaxa Nation Council:

- 1. A2101C: Agricultural Land Reserve Referral – Cantrell, KNC file 2549*
- 2. Z2101C: Heartland Mennonite Brotherhood, KNC File 2607*

KNC has no comments on either of these referrals.

Area ‘C’ Advisory Planning and Heritage Commission

The Area ‘C’ APC assents to this application.

3.7 Staffing/Departmental Workplace Considerations:

Upon receipt of an application, accompanied with the relevant documents and fee, staff review the application in accordance with the Land Use Amendments Procedures within Schedule ‘C’ of the Planning Procedures and Fees Bylaw No. 2547, 2015.

3.8 Board Strategic Plan/Priorities Considerations:

The application falls under the operational role of Planning Services.

SECTION 4: OPTIONS & PROS / CONS

PUBLIC HEARING

A public hearing was held on October 30th at the Creston and District Community Complex. The Director for Electoral Area ‘C’, the applicant and RDCK staff were in attendance however no members of the public attended. A total of 4 written submissions were made prior to the Public Hearing which are included in the Public Hearing minutes (see Attachment ‘B’). Although no formal submissions were made and no members of the public attended, staff are recommending that no further action be taken with respect to this proposed land use bylaw

amendment for the same reasons that were included in the Committee Report that was presented to the Rural Affairs Committee in September, which are included in the “Planning Discussion” section below.

PLANNING DISCUSSION

This application proposes to amend the OCP land use designation from Agriculture (AG) to Community Services and Administration (CS) and to rezone the subject property from Agriculture 2 (AG2) to Community Services (CS) in order to facilitate the development of a Church.

Policies within the Area C CLUB recognize that a variety of spiritual and cultural activities are important to residents of the unincorporated communities within Electoral Area ‘C’. Places of worship can be utilized as important community gathering spaces as well as hubs for community engagement and social programming. However, additional policies in this document and the Agriculture Area Plan discourage greenfield development (Section 6.2), and more specifically seek to protect agricultural land from uses which are inconsistent with agricultural use or are incompatible with existing agricultural uses in the area (Sections 3.1 – 3.4). Places of worship are, generally, best located within existing settlement areas where they are more easily accessed by their congregants, connected to existing services, and can be accommodated on underutilized sites first before considering greenfield locations.

The proposed Land Use Bylaw Amendment is not consistent with the Agricultural Policies and Objectives in the Official Community Plan or the recommendations of the RDCK Agriculture Area Plan. The proposal would remove land from the existing agricultural land base and forego opportunities to better locate this important community asset in an existing settlement area, accessible to services and congregants.

Based on the foregoing, Staff recommend that no further action be taken with respect to Electoral Area ‘C’ Comprehensive Land Use Amendment Bylaw No. 2786.

OPTIONS

Option 1

That NO FURTHER ACTION be taken regarding Electoral Area ‘C’ Comprehensive Land Use Amendment Bylaw No. 2786, being a bylaw to amend the Comprehensive Land Use Bylaw No. 2317, 2013.

Option 2

That Electoral Area ‘C’ Comprehensive Land Use Amendment Bylaw No. 2786 being a bylaw to amend the Comprehensive Land Use Bylaw No. 2317, 2013 is hereby given THIRD READING;

AND FURTHER That Electoral Area ‘C’ Comprehensive Land Use Amendment Bylaw No. 2786 being a bylaw to amend the Comprehensive Land Use Bylaw No. 2317, 2013 is hereby ADOPTED;

AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

SECTION 5: RECOMMENDATIONS

That NO FURTHER ACTION be taken regarding Electoral Area ‘C’ Comprehensive Land Use Amendment Bylaw No. 2786 being a bylaw to amend the Comprehensive Land Use Bylaw No. 2317, 2013.

Respectfully submitted,
Zachari Giacomazzo, Planner

CONCURRENCE

Planning Manager – Nelson Wight **Approved**
General Manager of Development Services and Community Sustainability – Sangita Sudan **Approved**
Chief Administrative Officer – Stuart Horn **Approved**

ATTACHMENTS:

- Attachment A – Electoral Area ‘C’ Comprehensive Land Use Amendment Bylaw No. 2786**
- Attachment B – Public Hearing Minutes (complete with written submissions)**
- Attachment C – Development Plans prepared by Cover Architecture, dated August 13, 2024**

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2786

A Bylaw to amend Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013.

WHEREAS it is deemed expedient to amend the Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

- 1** That Schedule 'A.1' of Regional District of Central Kootenay Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013 be amended by changing the Land Use Designation of LOT 2 DISTRICT LOT 892 KOOTENAY DISTRICT PLAN EPP53196 (029-709-458) from Agriculture (AG) to Community Services and Administration (CS), as shown on Schedule 'A', attached.
- 2** That Schedule 'B.1' of Regional District of Central Kootenay Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013 be amended by changing the Zoning Designation of LOT 2 DISTRICT LOT 892 KOOTENAY DISTRICT PLAN EPP53196 (029-709-458) from Agriculture Two (AG2) to Community Services (CS), as shown on Schedule 'B', attached.
- 3** This Bylaw shall come into force and effect upon its adoption.

CITATION

- 4** This Bylaw may be cited as "**Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 2786.**"

READ A FIRST TIME this 12th day of September, 2024.

READ A SECOND TIME this 12th day of September, 2024.

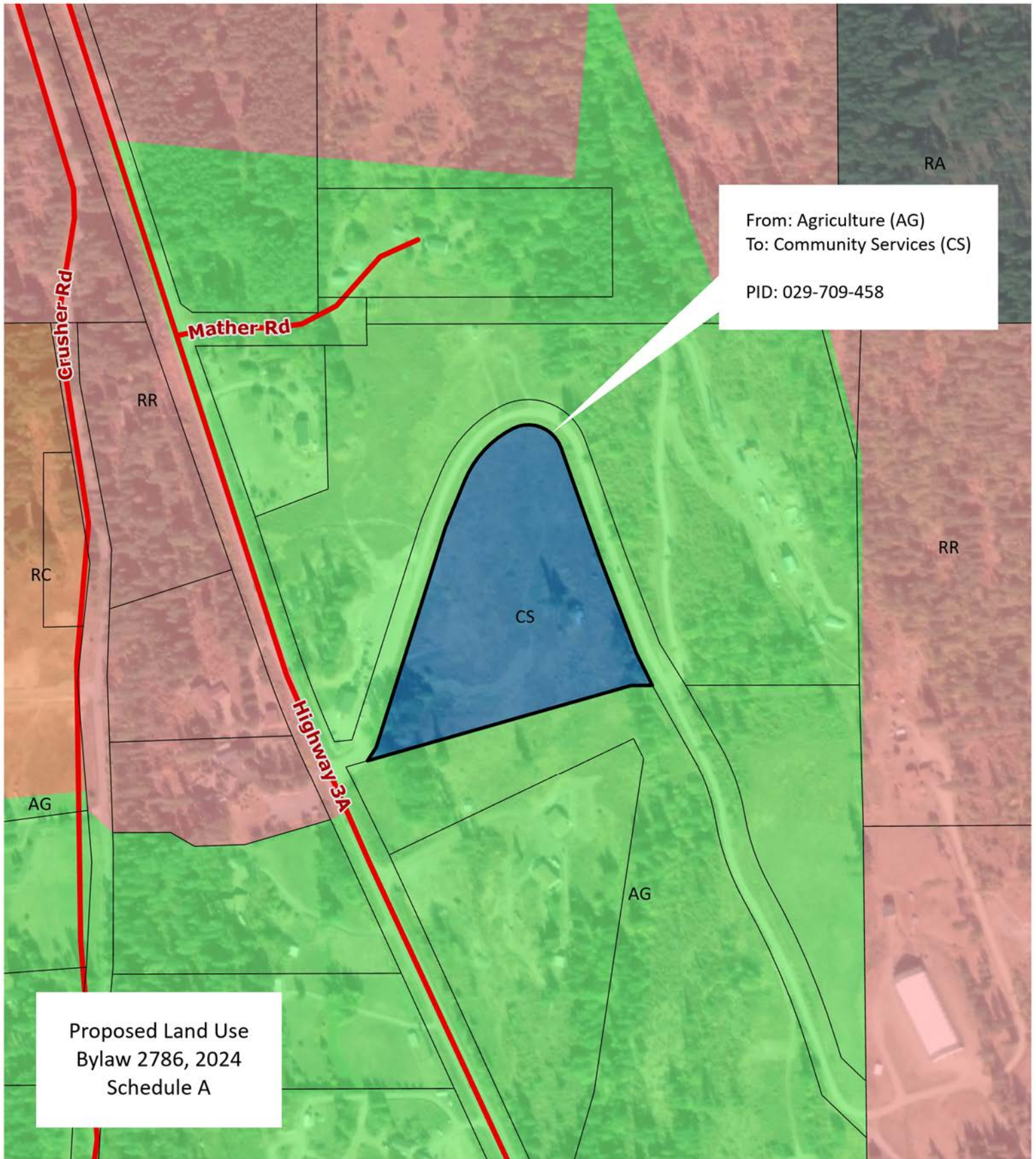
WHEREAS A PUBLIC HEARING was held this 30th day of October, 2024.

READ A THIRD TIME this 12th day of December, 2024.

ADOPTED this 12th day of December, 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



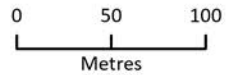
From: Agriculture (AG)
 To: Community Services (CS)
 PID: 029-709-458

Proposed Land Use
 Bylaw 2786, 2024
 Schedule A



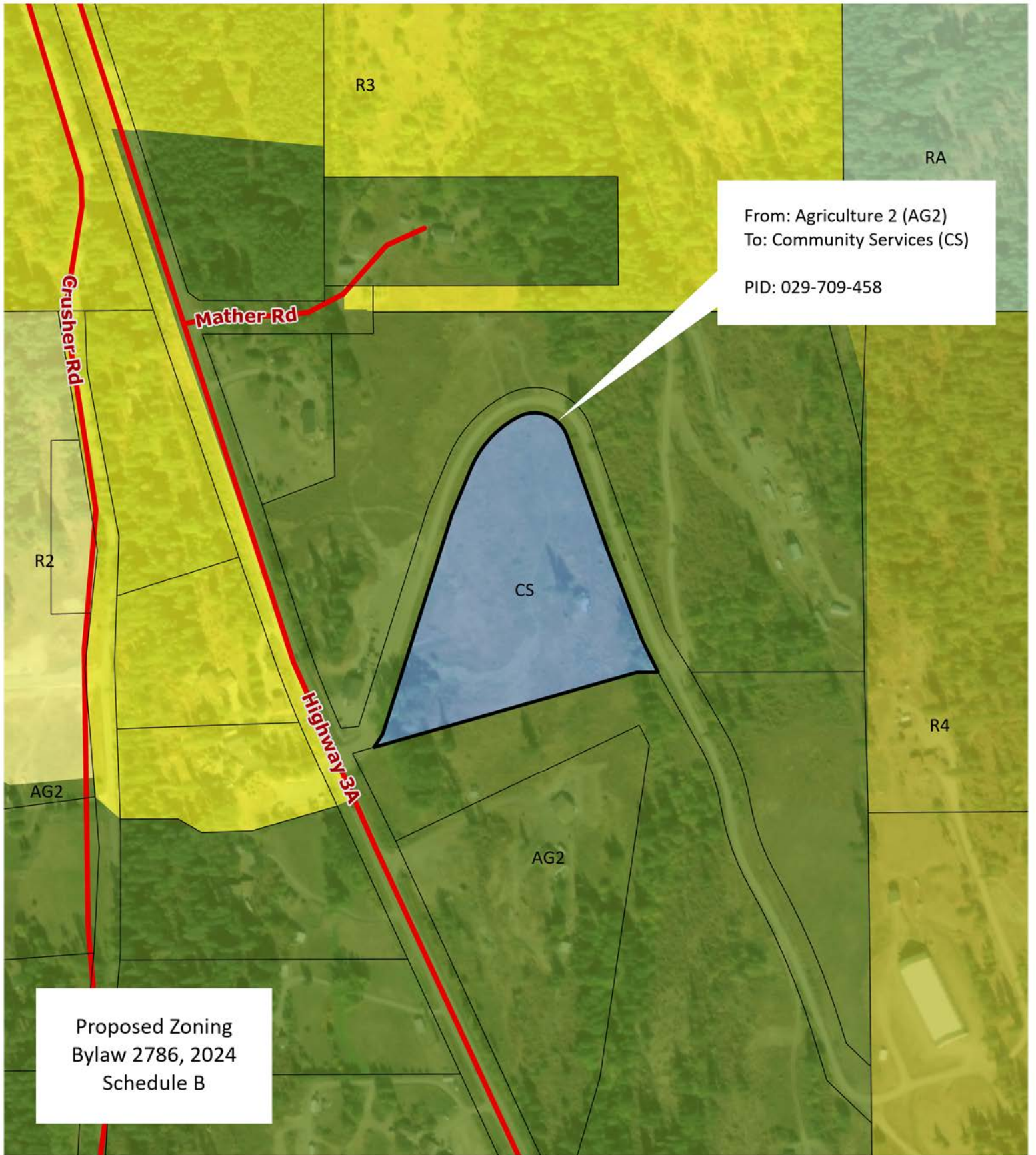
- Subject Property
- Property Lines
- Road
- Land Use Designation**
- Agriculture (AG)





- Community Services (CS)
- Country Residential (RC)
- Resource Area (RA)
- Rural Residential (RR)



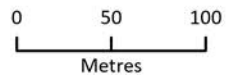
August 26, 2024
 PCS: NAD83 UTM Zone11N

The map data shown are approximate representations for reference purposes only. The Regional District of Central Kootenay is not liable for any errors or omissions on this map nor any loss or damage resulting from the use of this map.



-  Subject Property
-  Property Lines
-  Road
- Zoning Class**
-  Agriculture 2 (AG2)

-  Community Services (CS)
 -  Residential 2 (R2)
 -  Residential 3 (R3)
 -  Residential 4 (R4)
 -  Resource Area (RA)
- 390



August 26, 2024
PCS: NAD83 UTM Zone11N

The map data shown are approximate representations for reference purposes only. The Regional District of Central Kootenay is not liable for any errors or omissions on this map nor any loss or damage resulting from the use of this map.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

PUBLIC HEARING MINUTES

AMENDMENT BYLAW NO. 2786

A Public Hearing for Bylaw No. 2786, being proposed amendments to the Electoral Area 'C' Land use Bylaw No. 2317, 2013 as held on Wednesday October 30th at 6:00 p.m. in-person and remotely via Zoom (Hybrid Model) in Creston, BC. The Hearing commenced at 6:01 p.m. There were 2 members of the public in attendance including the applicants.

PRESENT

Kelly Vandenberghe	Chair of Public Hearing
Zachari Giacomazzo	Planner
Shelly Kindred-Fawcett	Public Hearing Secretary

CALL TO ORDER

Director Vandenberghe called the meeting to order at 6:01 p.m.

INTRODUCTIONS

Director Vandenberghe introduced himself and the RDCK staff to the public.

The Director thanked the applicants for attending.

OVERVIEW OF PROPOSAL

Zachari Giacomazzo did not give an overview of the proposal as there were no members of the public present.

PRESENTATION BY APPLICANT

The applicant did not make a presentation.

QUESTIONS and ANSWERS

No members of the public were present (online or in-person).

FORMAL SUBMISSIONS FOR OR AGAINST PROPOSED BYLAW No. 2786

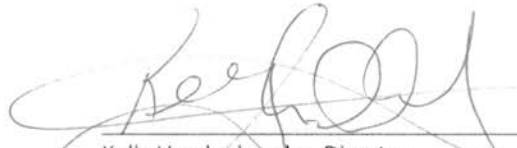
Written Formal Submissions received prior to the Public Hearing are attached and form part of these minutes:

Wanda and A. Clayton Powell 2674 HWY 3A	March 28, 2021 See attached
Linda Thiessen 2706 Highway 3A	July 23, 2021 See attached
Dale and Kelly Moberg 2715 Highway 3A	October 24, 2024 See attached
Jack and Sharon Bell 2912 Highway 3A	October 27, 2024 See attached


There were no VERBAL and WRITTEN formal submissions received during the Public Hearing.

ADJOURNMENT OF PUBLIC HEARING

The hearing was adjourned at 6:15 p.m.



Kelly Vandenberghe, Director
Electoral Area 'C'



Zachari Giacomazzo, Planner

From: [Wanda Powell](#)
To: [GRP_PlanDept](#)
Cc: [Clayton Powell](#)
Subject: Z2101C Active Application
Date: Sunday, March 28, 2021 11:19:18 AM

STEPHANIE JOHNSON RPP MCIP, PLANNER DEVELOPMENT SERVICES REGIONAL DISTRICT OF
CENTRAL KOOTENAY BOX 590, 202 LAKESIDE DRIVE NELSON, BC V1L 5R4

As a neighbouring property I would strongly appose the location of the proposed sewer field plan, because it would be located far to close to my fresh water well for use of drinking water. My well is approximately 20 ft. underground, capturing water. It is not a deep drilled well.

If my concerns for the proposed sewer field aren't able to be addressed, therefore I would be opposed to the zoning change.

Thank you,
Powell, Arnie C & Powell, Wanda Y
2674 Hwy 3a RR8 Creston, BC, V0B1G8



From: [Linda Thiessen](#)
To: [GRP_PlanDept](#)
Subject: File # Z2101C We support changing the lot from AG2 to CS. We have land on 2 sides and love the Heartland people to be our neighbors!
Date: Friday, July 23, 2021 11:24:17 AM

CAUTION

This email originated from outside the organization. Please proceed only if you trust the sender.

Dale & Kelly Moberg
2715 Hwy. 3A,
Creston, B.C.
V0B 1G8

October 18, 2024

File #Z2101C

We have known a few people of the Mennonite Brotherhood for years & know them to be upstanding citizens of the community. We do have a concern though. We live on the west side of the highway from the proposed building site & this area is known for it's low water table. At present our water situation is bleak. We have low water recovery in our well & as of a week ago it is pretty much depleted. We are concerned that additonal water consumption will effect us greatly with the building of the church, community gatherings planned, home schooling, evening meetings & family activities. We feel it would be a huge draw on the water supply, & for this reason we are opposed to the rezoning change of this property.

Dale & Kelly Moberg

From: [Jack Bell](#)
To: [Zachari Giacomazzo](#)
Cc: [Planning](#)
Subject: RDCK Planning File No. Z2101C
Date: October 27, 2024 3:00:03 PM

You don't often get email from litlsea@yahoo.com. [Learn why this is important](#)

CAUTION This email originated from outside the organization. Please proceed only if you trust the sender.

October 27, 2024

Zachari Giacomazzo
Planner RDCK
(250) 352-8190
zgiacomazzo@rdck.bc.ca

Dear Mr. Giacomazzo,

As per our letter to S.Johnson in April 2021 we wish to oppose in the strongest terms the proposed rezoning of said property from AG/AG2 to CS/CS. Once removed from AG/AG2 said land is likely lost forever to agriculture. This is prime agricultural land that is flat and arable and that should remain its primary use.

In addition to the AG/AG2 designation there is the greatly increased number of cars turning off and onto the Highway that have already created an increased hazard due to the Cafe/Bakery operating on the other side of the private driveway. To add another 30 or more cars will increase traffic congestion and risk to public safety on this very busy Highway. I believe this will lead to lower land values in the area. In addition the increased dust and noise are not attributes to the peace and tranquility that we and local residents currently enjoy.

As a last note we would be worried how any septic system could handle a facility of this size adequately without polluting the local groundwater. There is currently a seasonal creek that passes right past this proposed development. This creeks surface water disappears in the summer but in fact just goes underground and continues to flow year round. There is tremendous potential to taint local groundwater and surface water from this proposed rezoning.

In conclusion we see no reason for approval of this rezoning application and feel it is not in the best interests of the residents of the Creston area.

Jack and Sharon Bell


2912 Hwy 3A
Creston BC V0B1G8

2702 Hwy 3A Rezoning Application - Church

Plans for Rezoning information only

COVER

DOCUMENTATION TO SUPPORT REZONING APPLICATION FOR 2702 HWY 3A
PRODUCED BY COVER ARCHITECTURE, NELSON, BC FOR HEARTLAND MENNONITE CHURCH
2702 HWY 3A, WYNDELL, BC

COVERAC.CA

2702 Hwy 3A Rezoning Application - Church

Plans for Rezoning information only

COVER



SITE BOUNDARY

SITE PLAN NOTES

- Trees and plantings to be planted adjacent to Hester Road to obscure public view of parking lot and will comply with the applicable requirements of General Regulations for Landscaping 105. (Pg 60 of ELECTORAL AREA 'C' COMPREHENSIVE LAND USE BYLAW NO. 2317, 2013)
- Parking lot and proposed church to be located beyond required front setback of 7.5m (Pg 47 of ELECTORAL AREA 'C' COMPREHENSIVE LAND USE BYLAW NO. 2317, 2013)
- Septic field shown as 30' x 200'. Exact required dimensions to be confirmed.
- Proposed well location to be located more than 30 meters from septic field in compliance with BC Plumbing Code standards.



PROPOSED SITE PLAN - Not to scale

2702 Hwy 3A Rezoning Application - Church

Plans for Rezoning information only



MAIN FLOOR

12m x 22m + Porch
264m²

INCLUDES:

WASHROOM for:

MEN 2 + Urinal (inc. 1 accessible)

WOMEN 3 (inc. 1 accessible)

Separate Disabled washroom could also be added at back of Creche

CRECHE

25.8m²

OFFICE for 1

9.4m²

SANCTUARY for 159

Seating for 125, + standing 34
150m²

DRIVE THROUGH PORCH

LOWER FLOOR

11m x 22m

242m²

INCLUDES:

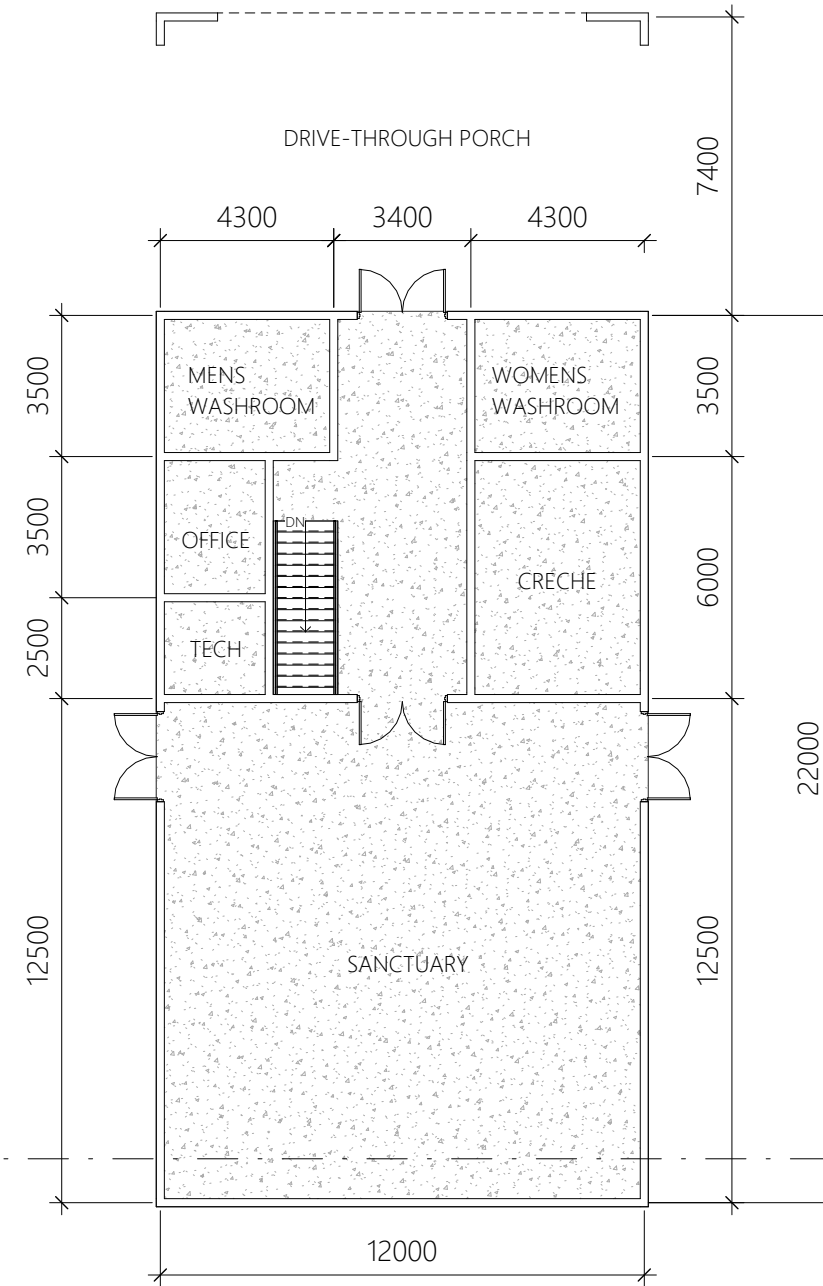
FLEX SPACE

STORAGE

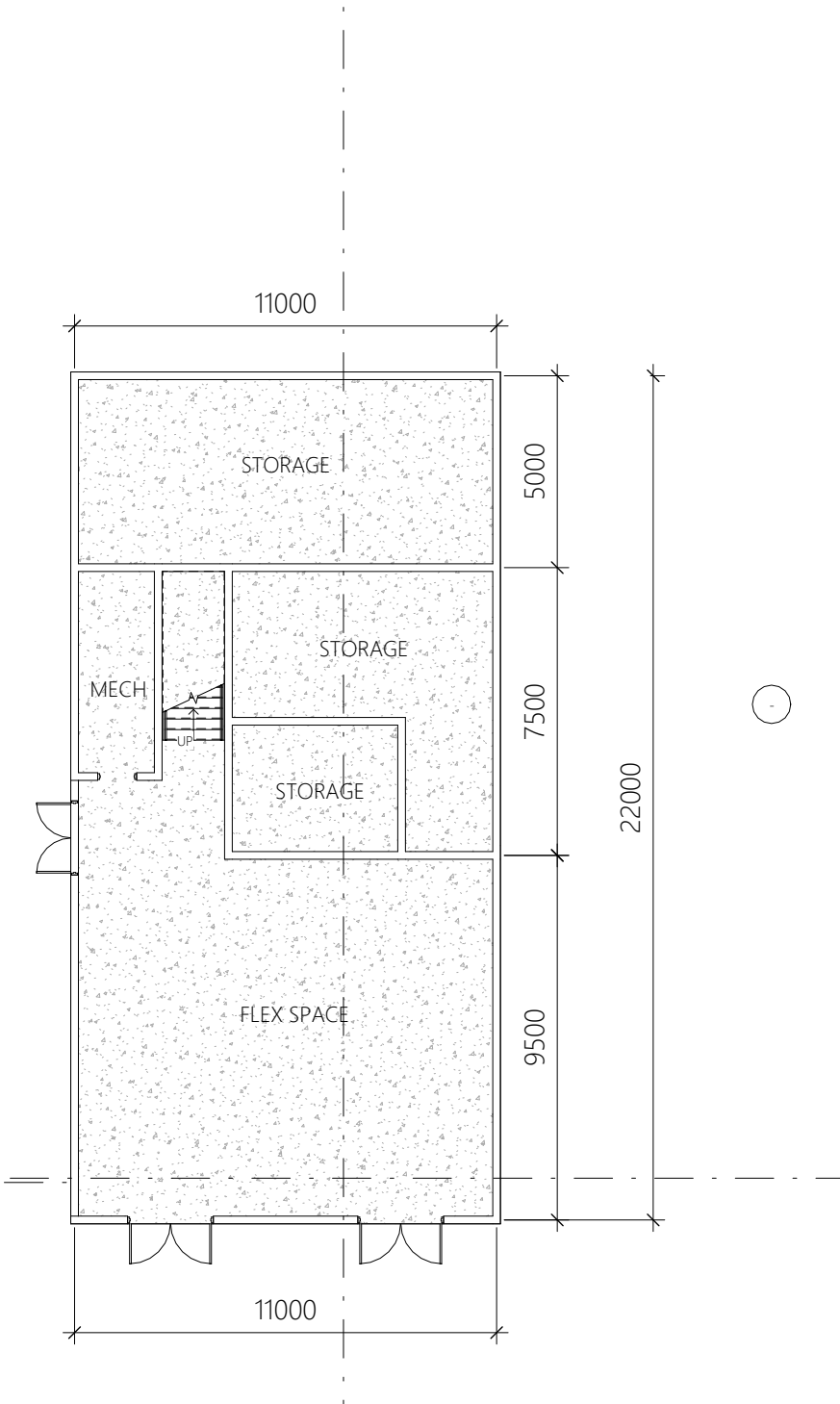
EXTERNAL SPACES

PARKING AND ORCHARD TO BE PLANTED

MAIN FLOOR



LOWER FLOOR

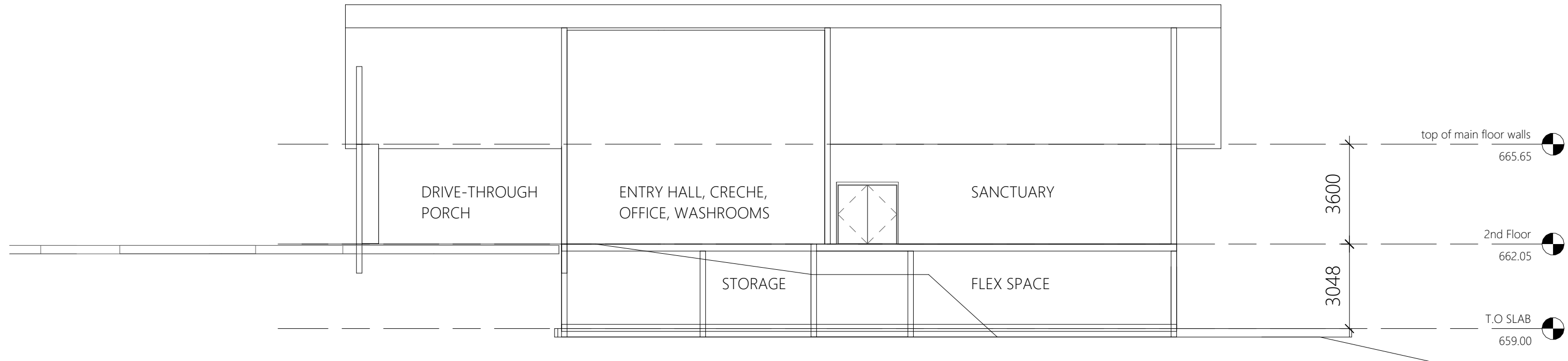


2702 Hwy 3A Rezoning Application - Church

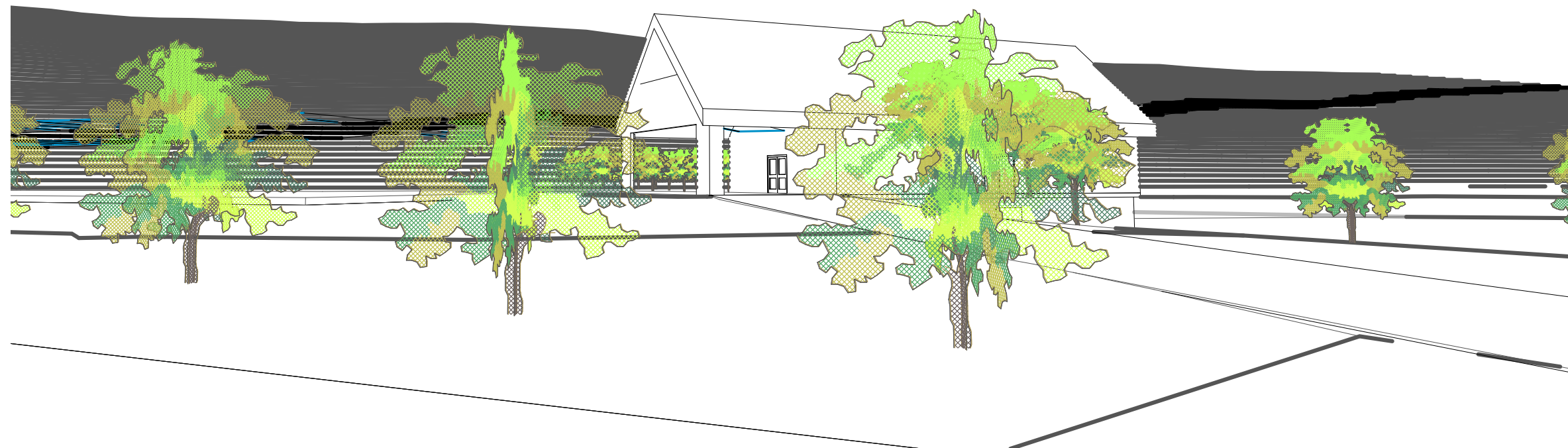
Plans for Rezoning information only



SECTION



PERSPECTIVE VIEW



2702 Hwy 3A Rezoning Application - Church

Plans for Rezoning information only

COVER



VIEW FROM BACK OF SITE



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Procedure Bylaw No. 2898, 2024

RDCK PROCEDURE BYLAW NO. 2898

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REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2898

A bylaw to regulate the proceedings of the Regional District of Central Kootenay
Board, Committees and Commissions

WHEREAS the Regional District must, by bylaw enacted pursuant to the *Local Government Act* and the *Community Charter*, establish the general procedures to be followed at meetings of the Regional Board, Committees and Commissions including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

AND WHEREAS the Regional Board desires its proceedings to be guided by principles of efficiency, accountability and procedural fairness;

AND WHEREAS advance notice regarding this bylaw has been provided to each Director in accordance with the *Local Government Act*;

NOW THEREFORE, the Board of the Regional District of Central Kootenay, in Open Meeting assembled, enacts as follows:

PART 1: INTRODUCTION

Citation

- 1 This Bylaw may be cited as “**Regional District of Central Kootenay Procedure Bylaw No. 2898, 2024.**”

Definitions

- 2 In this Bylaw:

Act means the *Local Government Act*, R.S.B.C. 2015, c. 1, as may be amended from time to time.

~~**Advisory Committee** means a Committee established to provide information and advice to the Board on specific services of the RDCK, unless specified otherwise in the Act.~~

Alternate Director means an Alternate Director as defined in the Act and duly sworn in prior to voting on any matter before the Board.

Board means the governing and executive body—the Board of Directors—of the Regional District of Central Kootenay.

Chair means, where the context requires, the Chair of the Board elected pursuant to the Act, or the person appointed as the Chair, the Vice-Chair or other person presiding at a Meeting of the Board, Committee or Commission.

Charter means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended from time to time.

Chief Administrative Officer means the officer assigned chief administrative responsibilities under the Act and includes that officer's designate.

Closed Meeting means a Meeting closed to the general public and/or RDCK employees, ~~as deemed appropriate with items to be discussed as set out in the~~ in accordance with ~~Community Section 90 of the~~ Charter.

Commission means a commission established by the Board pursuant to the Act.

Committee means, as the context requires, a Select Committee established by the Board, or a Standing Committee established by the Board Chair.

Communication means the receipt of a written letter, email or other message.

Consent Agenda means a component of a meeting agenda that enables the Board to group routine items under one umbrella.

Corporate Officer means the officer assigned corporate administration responsibilities under the Act and includes that officer's deputy or other designate.

Correspondence means the receipt of written Communications that requests action from the Board.

Delegation(s) means an individual or organization that requests to appear before the Board, Committee or Commission.

Director(s) means a Member of the Board, whether as a municipal director or as an electoral area director pursuant to the Act.

Electronic Meeting means a Meeting where all Members may participate electronically, such as videoconference, audioconference or telephone.

Electronic Participation (Electronically Participate) means a hybrid Meeting where some Members attend in person, and other Members attend by electronic means, such as videoconference, audioconference or telephone.

Executive Committee means the Board Chair, Board Vice-Chair and Rural Affairs Committee Chair.

Inaugural Meeting means the first Regular Meeting of the Board in November of each year.

Majority Vote means more than half of the votes on a Motion are cast in the affirmative, with abstentions counted as a vote in the affirmative.

Meeting means a meeting of the Board, or a meeting of a Committee or Commission, as the context requires.

Meeting Coordinator means the person responsible for transcribing minutes at a Board, Committee or Commission Meeting and assists with corporate administration duties assigned by the Corporate Officer.

Member(s) means a Director or Alternate Director of the Board, or a person appointed to a Committee or Commission, as the context requires.

Motion means a proposal put forward by a Member for consideration of the Board that the Regional District undertake an action, make a recommendation or express an opinion.

Mover means the Member who has made a Motion.

Notice Board means the notice board at the corporate office of the Regional District of Central Kootenay at 202 Lakeside Drive, Nelson, BC.

Open Meeting means a Meeting accessible to the general public and/or RDCK employees.

Out of Order means that consideration of a matter may not proceed due to conflict with this Bylaw.

Petition is a formal written request made to the Board that requests that a particular action be taken that is within the authority of the RDCK. The petition must include the full name, original signature and residential address of each petitioner.

Point of Order means a question raised by a Member who believes that the rules of procedures have been incorrectly applied or overlooked during the proceedings.

Point of Privilege means a question calling attention to an urgent or timely matter arising within the Meeting, which pertains to the rights or interests of the Board, Committee or Commission as a whole or of a Member personally. This includes matters of comfort, safety, and accessibility of Members and also includes matters related to the dignity and integrity of the assembly and its proceedings, or obstructions to it carrying out its functions.

Postpone means to defer an item to a certain time.

Public Notice Posting Places means the RDCK website, RDCK social media sites and the Notice Board located at RDCK offices.

Question (Calling of, Calling the, Previous) means a Motion to end debate and bring a Motion to an immediate vote.

Quorum means a majority of the Members of the Regional Board or a majority of the Members of a Committee or Commission, unless otherwise adopted in a Committee or Commission bylaw.

RDCK means the Regional District of Central Kootenay.

Recess means the temporary suspension of proceedings until a later time.

Refer (Referral) means to defer a Motion until a future time to allow for further discussion.

Regular Meeting means all regularly scheduled Meetings.

Resolution means a formal Motion placed before a Meeting in order that it may be debated to a conclusion.

Rural Affairs Committee Chair means the Member elected as Chair of the Rural Affairs Committee pursuant to the Act.

Select Committee means a Committee established by the Board to consider or inquire into any matter and reports its findings and opinion to the Board. Persons who are not Directors may be appointed by the Board but at least one Member of the Committee must be a Director.

Special Meeting means a Meeting other than a statutory or Regular Meeting, or statutory or regular adjourned meeting.

Standing Committee means a long-term Committee established by the Chair to deal with matters of an ongoing nature. Persons who are not Directors may be appointed by the Chair but at least one Member of the Committee must be a Director.

Table

Lay on the table means to temporarily suspend further consideration/action on the pending Motion;

Take from the table means to resume consideration of the item previously "laid on the table.

Terms of Reference means a written description of a Committee's purpose and objectives.

Vice-Chair means the Member elected as Vice-Chair pursuant to the Act.

Application of Rules of Procedure

- 3** (1) The rules of procedure as set out in this Bylaw apply to all Meetings of the Board, Committees and Commissions except as otherwise provided herein.
- (2) In cases not provided for under the Act, the Charter or this Bylaw, the current edition of *Robert's Rules of Order Newly Revised* shall apply to the extent that those *Rules* are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the Act or the Charter.

- (3) A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case by case basis if at least two-thirds of the Members present agree to do so.

Powers and Duties of Board Chair

- 4 (1) The Board Chair is the head and chief executive officer of the RDCK and has the duties as set out in the following:
 - (a) the Act:
 - (i) Section 216 [*Power and Duties of Chair*]; and
 - (ii) Section 218 [*Appointment of Select and Standing Committees*];
 - (b) the Charter:
 - (i) Sections 131, 132, 133 and 134 [*Council Proceedings*].
- (2) The Board Chair shall determine the seating arrangements around the meeting table.
- (3) In accordance with Section 133 of the Charter, if the Chair considers that another person at the Meeting is acting improperly, the Chair may order that the person is expelled from the Meeting. If a person who is expelled does not leave the Meeting, a peace officer may enforce the Chair's order as if it were a court order.

Powers and Duties of Board Vice-Chair

- 5 The Vice-Chair has, during the absence, illness or other disability of the Board Chair, all the powers and duties of the Board Chair and is subject to all rules applicable to the Board Chair.

General

- 6 (1) Where this Bylaw conflicts with the provisions of the Act, the Act shall prevail.
- (2) Any definition of a word or phrase used in this Bylaw and not defined in this Bylaw has the meaning as defined in the Act.
- (3) The headings used in this Bylaw are for convenience of reference only. They do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.
- (4) **In accordance with Section 225 [*Procedure Bylaw*] of the Act this Bylaw may not be amended or repealed and substituted unless the Board first gives notice as per Section 94 of the Charter describing the proposed changes in general terms.**
- (5) Unless otherwise defined in this Bylaw, words used herein shall have the meanings defined in the Interpretation Act, R.S.B.C. 1996 c. 238 as amended.

PART 2: ELECTION OF BOARD CHAIR AND VICE-CHAIR

General Provisions

- 7 As provided in the Act:
- (a) At the first Meeting held after November 1 in each year, the Board must elect a Chair and a Vice-Chair from among its Members.
 - (b) If the office of the Chair or Vice-Chair becomes vacant, the Board shall elect another Chair or Vice-Chair from among its Members at the first practicable Regular Meeting of the Board after the vacancy occurs.
 - (c) If the Board Chair and the Vice-Chair are not present at a Meeting of the Board, the Directors present may elect an Acting Chair who, during that Meeting, has all the powers of the Board Chair and is subject to all rules applicable to the Chair.
 - (d) Each Director present at the Meeting has one vote in each election for an office.

Election of Board Chair

- 8
- (1) The Chief Administrative Officer or Corporate Officer shall administer the election process.
 - (2) The Chief Administrative Officer or Corporate Officer will call three times for nominations for the office of Board Chair. Each nomination must be seconded and the nominee must consent to the nomination.
 - (3) If only one candidate is nominated for the office of Board Chair, that candidate will be declared elected by acclamation.
 - (4) If more than one candidate is nominated for an office, an election by secret ballot will be declared.
 - (5) Each candidate will be given two minutes to address the Board in favour of his/her candidacy in the order of his/her nomination.
 - (6) At the conclusion of candidates' speeches, an election will be held. Each Director will be provided with a paper ballot in which to cast his/her vote. Completed ballots shall be placed into a ballot box. When all of the ballots have been collected the ballot box will be removed to a separate room and the ballots counted.
 - (7) If a Director is participating in the meeting electronically under Section 17 of this Bylaw, to cast a vote for the office of Board Chair, they shall, at the time the vote is being conducted, vote by one of the following methods specified by the Chief Administrative Officer or Corporate Officer:
 - (a) by phoning the Chief Administrative Officer or Corporate Officer who will record the Director's vote and include the vote with the secret ballots;

- (b) by emailing the Chief Administrative Officer or Corporate Officer who will record the Director's vote and include the vote with the secret ballots; or
 - (c) by casting the Director's vote through an electronic voting system that has been established by the RDCK.
- (8) The counting of ballots will be conducted by the Corporate Officer together with the Chief Financial Officer or Chief Administrative Officer.
 - (9) The candidate with the absolute majority of votes for the office of Board Chair will be declared elected to that office.
 - (10) If three or more candidates are nominated, and no candidate receives a majority of votes, the name of the candidate receiving the lowest number of votes will be removed from the ballot. Ballots will be redistributed and the remaining candidates will again stand for election. This process will be repeated until a candidate receives majority of the votes and is elected, or until only two candidates remain and the vote is tied. If the tie continues after two elections have been held, the provisions outlined in Section 10 (2) of this Bylaw apply.
 - (11) If the candidates with the lowest number of votes are tied, and a candidate is required for the vote of Board Chair, the provision outlined in Section 10 of this Bylaw apply.
 - (12) The number of votes received by each candidate will not be disclosed to the Board unless a Resolution requiring disclosure is passed.
 - (13) The ballots will be destroyed by way of a Board Resolution.

Election of Vice-Chair

- 9** The election for the position of Vice-Chair will be conducted following the procedures set out in Sections 8 (1) to (13) of this Bylaw.

Tie Vote

- 10** (1) In the event no candidate receives majority of the votes, and there is a tie vote of the candidates with the lowest number of votes, and a candidate is required for the vote of Board Chair, a vote by secret ballot will be held **between the tied candidates** and the name of the candidate receiving the lowest number of votes will be removed from the ballot. If the tie continues after **two elections have been held that vote**, the provisions outlined in subsection (2) of this Bylaw apply.
- (2) In the event of a tie vote for Board Chair or a tie vote resulting from a vote conducted in accordance with subsection (1):
 - (a) the name of each candidate is to be written on a separate piece of paper;

- (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
- (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
- (d) the Chief Administrative Officer or Corporate Officer will draw one piece of paper from the container;
- (e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

Restriction on Nominations

11 Nominations will not be accepted for:

- (a) a Director who is not present;
- (b) a Director who has not made an oath of office; or
- (c) an Alternate Director.

PART 3: MEETINGS

Schedule, Time and Location of Meetings

- 12**
- (1) The Board shall, by Resolution, adopt a schedule of Meetings for the immediately ensuing year no later than the last Meeting of the current year. During the year, the Board may, by Resolution, revise the schedule of Meetings for the current year. Public notice of Meetings are to be posted on the Public Notice Posting Places.
 - (2) Notification of a cancelled or Postponed Meeting must be provided to the Corporate Officer at least 48 hours before the scheduled Meeting, and the Corporate Officer must advise all Members via email or telephone and the public by posting a notice on the Public Notice Posting Places.
 - (3) Unless the Board determines otherwise, Regular Meetings of the Board shall be held on the third Thursday of each month commencing at 9:00 a.m.
 - (4) Regular and Special Meetings of the Board shall be held in the Board Room at the RDCK corporate office located at 202 Lakeside Drive in Nelson, B.C. unless, at a Regular Meeting, the Board passes a Resolution authorizing holding a Meeting elsewhere within the RDCK or, as authorized by the Act, outside the boundaries of the RDCK.
 - (5) In the interest of making Meetings more accessible to residents, individual Directors may request that a Regular Meeting be held in his/her municipality or electoral area. Such requests must be received for consideration by the Board no later than January 31st of each year. Meetings held outside the RDCK's corporate office will be limited to a maximum of two per year.

- (6) At the discretion of the Chair and Vice-Chair, a Meeting may be cancelled or Postponed, providing two consecutive Meetings are not cancelled.
- (7) Should the Chair determine that there is insufficient business to justify holding a regularly scheduled Meeting, the Chair may cancel the Meeting upon five days' notice.
- (8) Committees and Commissions set the dates, times, and locations of their Meetings by resolution, subject to provisions established within the bylaw or Terms of Reference governing a specific Committee or Commission.
- (9) All Meetings of the Board, Commissions and Committees shall provide the option to the Members to participate electronically, in accordance with Section 17 of this bylaw.
- (10) All Meetings of the Board, Commissions and Committees shall provide the option to the public to participate electronically, with the exception of Section 90 *[Meeting that may or must be closed to the public]* of the Charter where members of the public are excluded from a Closed Meeting, with the instruction to do so posted on the Public Notice Posting Places.
- (11) **The Regular Meeting held in October in the year of a general local election shall be held on the Thursday of the week following the election.**

Inaugural Meeting

- 13**
- (1) An Inaugural Meeting will be held at the first meeting of the Board in November pursuant to the provisions of the Act.
 - (2) The presiding officer of the Inaugural Meeting shall be the Chief Administrative Officer or Corporate Officer until such time as the Board Chair has been elected.
 - (3) Following a general local election, the Chief Administrative Officer ~~or Corporate Officer~~ shall call the Inaugural Meeting to order **and the Corporate Officer** shall administer the necessary oaths and declarations, **or arrange for another person authorized under the Local Government Act for this purpose to administer the necessary oaths and declarations.** ~~; or arrange for a Judge, Justice or Magistrate to administer the necessary oaths and declarations.~~

Notice of Regular Meetings

- 14**
- (1) Provisions from Section 12 (1), (2) and (9) of this Bylaw apply for notice of Regular Meeting.
 - (2) At least 48 hours before a Regular Meeting, the Corporate Officer must give notice of the meeting, including confirmation of the time, place, date, how the meeting will be conducted, and the place where the public may attend to hear, or hear and watch, the proceedings by:

- (a) posting a copy of the meeting agenda on the Public Notice Posting Places; and
- (b) providing a paper or electronic copy to each Member of the Board.

Notice of Special Meetings

- 15** (1) In accordance with Section 220 [*Calling and conducting of meetings*] of the Act, on the request of the Chair or of any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least five days before a Special Meeting:
- (a) give advance public notice stating the general purpose of the Special Meeting, and the day, hour and place of the Special Meeting by way of a notice posted on the Public Notice Posting Places; and
 - (b) include in the notice that Members and the public can participate in the Meeting electronically and the place where the public may attend to hear, or hear and watch, the proceedings that are open to the public;
 - (c) deliver a copy of the notice and Special Meeting agenda to each Director electronically or if an electronic method is not available, at the place to which the Director has instructed that notices be sent.
- (2) Each copy of a notice of Special Meeting must be signed by the Corporate Officer.
- (3) The notice of a Special Meeting may be waived by a unanimous vote of the Board.
- (4) In accordance with Section 220 [*Calling and conducting of meetings*] of the Act, in the case of an emergency, a notice of Special Meeting:
- (a) May be given, with the consent of the Chair and two Directors, less than five (5) days before the date of the meeting, and
 - (b) Need not be given in writing.
- (5) Special Meetings will be held at the RDCK office unless the Chair directs that the meeting be held elsewhere.
- (6) With the approval of the Chair, and provided the notice requirements are met, Special Meetings of the Board may be conducted by means of Electronic Meeting or Electronic Participation in accordance with Section 17 of this Bylaw.

Closed (~~in-camera~~) Meetings

- 16** (1) While in a Closed Meeting, the procedures set out in this Bylaw shall, to the extent possible, be followed by the Board in the conduct of its business.
- (2) Except where provisions of Section 90 [*Meeting that may or must be closed to the public*] of the Charter apply, all Meetings must be open to the public.

- (3) A Director may only be excluded from a Closed Meeting pursuant to Section 133 *[Expulsion from meetings]* of the Charter.
- (4) Before closing a Meeting or a portion of a Meeting to the public, the Board must pass a Resolution in a public Meeting in accordance with Section 92 *[Requirements before meeting is closed]* of the Charter and such Resolution must include the basis under the applicable subsection of Section 90 *[Meeting that may or must be closed to the public]* on which the Meeting or part of is to be closed.
- (5) ~~At the start of a Closed Meeting, t~~The Meeting Coordinator shall provide the Closed Meeting agenda through the meeting software to the Directors and will only print a paper copy (on ~~Salmon~~-coloured paper) of the Closed Meeting agenda cover if requested by a Director.
- (6) ~~The Alternate Directors attending a Closed Meeting, on behalf of a Director, will receive the Closed Meeting agenda on the day of the Meeting either electronically or in print. with voting weights indicated, to each Director.~~
- (7) At the end of a Closed Meeting, the Directors will return the paper copy of the Closed Meeting agenda cover to the Meeting Coordinator, which the Meeting Coordinator will then destroy unless a specific Board Resolution has been passed to retain a ~~in-camera~~ Closed Meeting report or other item. Alternatively, Directors may dispose of the agenda in a receptacle designated for confidential materials or permanently delete the agenda if provided by email.
- (8) Only the Board Chair or Board Vice-Chair may retain the Closed Meeting agenda cover to review the Board meeting minutes and dispose of the agenda in accordance to subsection (7) of this Bylaw after the review.
- (9) While in a Closed Meeting, the Board may authorize the release of information considered or decisions made in the Closed Meeting or in a previous Closed Meeting upon adoption of a Resolution "That the following recommendation be moved to the Open Meeting: *[Insert ~~In-Camera~~ Closed Meeting Recommendation]*".
- (10) No Director shall disclose to the public the proceedings of a Closed Meeting, unless a Resolution has been passed to release proceedings to the public.
- (11) Information received and/or discussed at a Closed Meeting may be shared with a municipal council only when authorized by a Board Resolution, and only with agreement from the municipality to receive that information in a Closed Meeting of the municipal council. A Board Resolution is required each time new business is introduced to the Board.
- (12) Information received and/or discussed at a Closed Meeting may be shared with other external parties only when authorized by a Board Resolution, and only where a valid non-disclosure agreement (or other agreement with confidentiality provisions) is in place with that party.

- (13) Committee and Commissions are not permitted to move resolutions from a Closed Meeting to an Open Meeting. Closed Meeting minutes must be received by the Board.
- (14) Information protected under the *Freedom of Information and Protection of Privacy Act* will not be released at any time.
- (15) Minutes of a Closed Meeting shall be kept in the same manner as a Regular Meeting, but shall not be filed with the minutes of Regular Meetings.
- (16) Following a general local election or by-election, newly elected Directors should not be permitted to attend Closed Meetings, or receive Closed Meeting agendas and materials until such time as they have been officially sworn in and taken office as Directors.

Electronic participation meetings

- 17 (1) Subject to Section 221 [*Electronic meetings and participation by members*] of the Act and the *Regional Districts Electronic Meetings Regulation*, BC Reg 271/2005, and amendments thereto:
- (a) a Special Meeting may be conducted by means of Electronic Meeting or Electronic Participation;
 - (b) a Member who is unable to attend any Meeting can Electronically Participate;
 - ~~(c) participation in Meetings indicated in subsections (a) and (b) through electronic means is subject to the Chair's approval.~~
- (2) Members who participate in a Meeting referred to in subsection (1) are deemed to be present at the meeting.
- (3) The Chair shall ask the Members during Electronic Participation or an Electronic Meeting the following for each Motion:
- (a) if there is discussion on the Motion;
 - (b) that the Members have heard and understood the discussion; and
 - (c) the Members to indicate if they are opposed to the Motion. In the case a vote is close, the Chair shall ask each Member if they are in favour of or opposed to the Motion.
- (4) A member participating by audio must indicate their vote verbally.
- (5) If communication is lost to one or more Members or the Meeting Coordinator during Electronic Participation or an Electronic Meeting:
- (a) on the first occasion available, a 5-minute Recess will be called by the Chair to try to re-establish the link(s);
 - (b) if, after the Recess, a link cannot be re-established, the Member affected will be deemed to have left the meeting;

- (c) if, after a link is re-established, there is a subsequent loss of communication, no further attempts will be made to re-establish the link and the Member affected will be deemed to have left the meeting;
 - (d) if, after the Recess, a link cannot be re-established and there is not a Quorum of Members present, the Chair will deem the meeting adjourned.
 - (e) if, after the Recess, a link cannot be re-established with the Meeting Coordinator, the Chair will deem the meeting adjourned.
- (6) The Electronic Meeting or Electronic Participation must be conducted in such a manner that enables the Members to hear, or hear and watch, each other.
 - (7) The Electronic Meeting or Electronic Participation must enable the public to hear, or watch and hear, except for the Closed Meeting, the Meeting at the specified place, and a designated RDCK officer must be in attendance.
 - (8) The Chair must be physically present at the Meetings if Members are at the Meeting location. If all Members are participating in an Electronic Meeting the Chair may join remotely. Section 17 (8) of this Bylaw applies to the Vice-Chair in the absence of the Chair.
 - (9) In the event of an equipment failure or other occurrence which prevents or limits an Electronic Meeting or Electronic Participation, the Meeting will not be adjourned unless **Quorum is lost in accordance with subsection (5) of this Bylaw**. Participation electronically in Meetings may be restricted by the capacity or dependability of the equipment employed.
 - (10) When a conflict of interest is declared in accordance with Section 46 of this Bylaw and Members are participating electronically, the Chair must give direction to the Member, who declares a conflict of interest, to do the following:
 - (a) disconnect from the Meeting;
 - (b) wait for a message to rejoin the Meeting from staff or the Chair;
 - (c) reconnect to the Meeting; and
 - (d) indicate to the Chair the Member has rejoined the Meeting.
 - (11) The technology used for Electronic Meetings or Electronic Participation must have the capabilities to close the meeting to the public and maintain confidentiality of the Members during a **In-Camera Closed Meeting**.
 - (12) **Members participating electronically in a Closed Meeting should have the camera on at all times, unless the equipment has limitations, and be in a closed room unaccompanied by persons not permitted in the Closed Meeting.**

Attendance of public at meetings

- 18** (1) Except where provisions of the Act and Charter apply, all Meetings must be open to the public.
- (2) This section applies to all Meetings of bodies referred to in the Charter, including,

without limitation:

- (a) Standing and Select Committees;
 - (b) Boards of Variance;
 - (c) parcel tax roll review panels;
 - (d) Advisory Committees, Commissions, or other advisory bodies established by the Board under the Act or any other legislation.
- (3) Members of the public and media shall be given an opportunity to ask questions of the Board during public time, as set on the Meeting agenda. This time is expressly devoted to questions only.
- (4) Despite subsection (1), the Chair may expel or exclude from a Meeting, a person in accordance with Section 16 (1) of this Bylaw and Section 133 [*Expulsion from meetings*] of the Charter.

Recording the Board Meeting

- 19** (1) All Board Meetings shall be recorded in accordance with the RDCK's Recording Meetings Policy.
- (2) The RDCK reserves the right to remove content from a Board Meeting recording prior to posting if there are statements made at the meeting which may be considered:
- (a) false or misleading communication which damages the reputation of another individual or organization;
 - (b) an infringement on copyright ;
 - (c) to breach the privacy of an individual or result in the unauthorized disclosure of the personal information of an individual;
 - (d) to be defamatory in nature;
 - (e) to constitute discrimination on grounds protected under the BC Human Rights Act ;
 - (f) to constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate; or
 - (g) disclose confidential or privileged information.
- (3) The Chair has the discretion and authority to direct the termination or interruption of the recording of an Open Meeting if they consider it prudent or advisable to do so and such direction will only be given in exceptional circumstances.

PART 4: QUORUM FOR BOARD MEETINGS

- 20** (1) The Quorum for the Board is a majority of the Members of the Board.
- (2) As soon after the time specified for a Board meeting, if a Quorum is present, the Chair, if

present, must take the chair and call the Board meeting to order; however, where the Chair is absent, the Vice-Chair must take the chair and call such meeting to order.

- (3) If a Quorum of the Board is present but the Chair or the Vice-Chair do not attend within fifteen (15) minutes of the scheduled time for a Board meeting:
 - (a) the Chief Administrative Officer or Corporate Officer must call to order the Members present; and
 - (b) the Members present must choose a Member to preside at the meeting as Acting Chair until the arrival of the Chair or Vice-Chair. The Acting Chair will have all the powers and be subject to the same rules as the Chair.
- (4) If there is no Quorum of the Board present within thirty (30) minutes of the scheduled time for a Board meeting, the Chief Administrative Officer or Corporate Officer must:
 - (a) record the names of the Members present; and
 - (b) Postpone the meeting until the next scheduled meeting.

PART 5: MEETING PROCEDURES FOR THE BOARD

Agendas – Regular Meetings

- 21 (1) The deadline for submissions of items to the Meeting Coordinator for inclusion on the Board Meeting agenda by the public and Directors is ten (10) days prior to the meeting date.
- (2) Any Director wishing to place an item on the agenda for consideration by the Board shall notify the Meeting Coordinator and the Chair in writing prior to completion of the agenda and in accordance with subsection (1) of this Bylaw. The Meeting Coordinator shall then place the item on the agenda, under the applicable heading with the Director's name beside it to indicate that the Director will speak to the item at the meeting.
- (3) The Meeting Coordinator shall prepare an agenda for each Meeting of the Board.
- (4) The Executive Committee and the Chief Administrative Officer will review ~~and approve the agenda~~ external correspondence to the Board and determine suitability for including within the Board agenda.
- (5) ~~The Executive Committee will review, edit and approve the agenda~~ for each meeting of the Board prior to the agenda's publication.
- (6) The agenda will be finalized seven (7) days prior to the actual meeting date.
- (7) At least seven (7) days before a Regular Meeting, the Meeting Coordinator will send out the ~~In-Camera Closed~~ and Open Meeting agendas along with supporting documents

electronically to all Directors, and will send out the Open Meeting agenda to Alternate Directors.

- (8) Addenda materials, pertinent to matters on the agenda but not contained within the Regular Board agenda, shall be approved by the Chair in advance of circulation. The Addenda shall be sent electronically to all Directors the evening prior to the Regular Meeting.
- (9) Paper copies of the agendas and all supporting documents shall be available at the Meeting location unless equipment is installed at the Meeting location to view the documents electronically.
- (10) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced under the appropriate section of the agenda.
- (11) Appointed Alternate Directors shall not receive any agendas until they have been officially sworn in by declaration.

Late agenda items

- 22** (1) Items may be added to the late agenda by staff or Directors upon approval of the Chair only if the item is time sensitive and cannot practically wait until the next Regular Meeting.
- (2) An item not included on the agenda or addenda shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda, by way of a Resolution carried by a 2/3 Majority Vote of the Directors present.
- (3) Information pertaining to late items for consideration at a Board meeting shall be distributed to the Directors at the commencement of the meeting or as soon thereafter as practical and possible.
- (4) In many cases it will be prudent to recognize the late item as a “Notice of Motion” for placement on a future meeting agenda. This will afford staff the appropriate time to source relevant materials, gather information, conduct research and prepare reports to facilitate the Board’s discussion and consideration of the matter.

Call to Order—see Quorum

Order of Business

- 23** (1) Unless otherwise determined by the Executive Committee or Resolution of the Board, the order of business for all Regular Meetings shall be as follows:

- 1. Call To Order & Welcome**

- 1.1 Traditional Lands Acknowledgement Statement
- 1.2 Adoption of the Agenda
- 1.3 Adoption of the Minutes
- 1.4 Introductions
- 1.5 Delegation(s)
2. Business Arising out of the Minutes
3. Committees and Commissions
 - 3.1 With Recommendations
 - 3.2 Membership/Appointments
4. Correspondence
5. Bylaws
6. New Business (includes RDCK Services, Grants & CAO/Chair Reports)
7. Public Time
8. Rural Affairs Committee
9. Directors' Motions (if required)
10. Consent Agenda
 - 10.1 For Information: Committee and Commissions
 - 10.2 Communication
 - 10.3 Accounts Payable
 - 10.4 Directors' Reports
11. Closed Meeting
12. Matters Arising from Closed Meeting
13. Adjournment

If there is no business for an agenda item, the item can be removed for that Meeting.

- (2) The traditional lands acknowledgement statement will adhere to specific wording approved by the RDCK Board ~~resolution~~ and is to be included on all Meetings agendas.
- (3) Correspondence items will be added to the agenda without a recommendation. Directors can put forward a motion at the Meeting or email staff requesting a motion be added to the next month's agenda under Directors' Motions.
- (4) As close to the hour of 11:30 a.m. as possible, ~~a maximum of~~ fifteen (15) minutes will be reserved for members of the public and media in attendance to ask questions of the Board. ~~The Chair has the discretion to extend public time to a maximum of thirty (30) minutes.~~
- (5) Except when a vote is pending, the Chair may call a Recess at any time during a Meeting and may stipulate that the Meeting will reconvene after a specific period of Recess, at a specific time, or at the call of the Chair. A Meeting which has been adjourned may be reconvened on another day without written notice if the details of reconvention were stipulated at the time of adjournment. When reconvened the Chair will advise the Board of the next item of business.

Minutes

- 24** (1) Minutes of Board Meetings and Committee Meetings must be kept in accordance with

Section 223 [*Minutes of board Meetings and committee meetings*] of the Act, the designated officer is the Corporate Officer.

- (2) The Meeting Coordinator shall ensure that a copy of the minutes of every Meeting of the Board is distributed to each Member prior to the Meeting at which they are proposed to be adopted. Wherever possible, the minutes shall be adopted at the next Regular Meeting of the Board.
- (3) The minutes of the proceedings of the Regional Board must be open for public inspection at the RDCK during the regular office hours, unless provisions of Section 90 [*Meeting that may or must be closed to the public*] of the Charter apply.

Resolutions

- 25
- (1) A Resolution must be made and seconded before being debated or finally put by the Chair.
 - (2) At the direction of the Chair, any Motion may be submitted to the Meeting Coordinator in writing by the Member making such Motion.
 - (3) Every Motion shall be recorded in the minutes.
 - (4) The name of the mover and seconder are not recorded in the minutes.

Adjournment

~~25 — A Meeting which has been in session for a total of six hours from the time the Meeting was commenced shall be adjourned unless the Board resolves to extend the Meeting by a majority of the votes of the Members present.~~

PART 6: DELEGATIONS & PRESENTATIONS

General provisions

- 26
- (1) The Executive Committee will review Delegation requests for conformance with RDCK policy and approve or deny these requests on behalf of the Board. In the case of Committees or Commissions, the Committee or Commission Chair will review Delegation requests for conformance with RDCK policy and approve or deny Delegation requests on behalf of the Committee or Commission.
 - (2) The scheduling of Delegations shall be at the discretion of the Executive Committee, or as may be applicable, the Committee or Commission Chair.
 - (3) In the event the Executive Committee or Chair deny a request to appear as Delegation, the **name of the delegate, the reason for the delegation and the** reasons for denying the request will be provided in writing to the Board or, as may be applicable, the Committee or Commission, within two (2) calendar days.

- (4) The Board, Committee or Commission may, by Majority Vote, supersede a decision of the Executive Committee or as may be applicable the Committee or Commission Chair, approving or denying a Delegation request.
- (5) The Board, Committee or Commission may, by Majority Vote, request a specific group or individual to appear as delegation.
- (6) The Meeting Coordinator shall, within a reasonable amount of time prior to the Meeting, notify the Delegation of the date, time and place of the Meeting at which the Delegation is scheduled to appear, and shall include the Delegation on the Meeting agenda along with any accompanying materials.
- (7) The Board must not permit a Delegation to address a Meeting of the Board regarding Board consideration of a bylaw ~~a Bylaw for which a public hearing will be held or has been held, in respect of which a public hearing has been held,~~ where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (8) Upon approval to entertain a Delegation, a copy of the full presentation and any accompanying materials must be provided to the Meeting Coordinator at least ten (10) days prior to the Meeting at which the Delegation is to appear. The presentation and materials will be included in the Meeting agenda.
- (9) Each Delegation shall be limited to a maximum time of ten (10) minutes to make a presentation and a maximum of ~~five (5)~~ ten (10) minutes to answer questions of the Board, Committee or Commission unless the time limits have been altered by the Executive Committee or Chair, or by a 2/3 vote of Members at the Meeting. The total time per meeting for delegations will not exceed one hour.
- (10) A maximum of two delegations may be scheduled per Meeting.
- ~~(11) For Board meetings held away from the RDCK head office, the sponsoring Director shall be allotted twenty (20) minutes of delegation time to highlight local issues.~~
- (11) The Board, Committee or Commission will not consider a motion related to a delegation at the same meeting as a delegation was received at, unless there is timely RDCK business requirement to do so and/or the delegation relates to business already included on the meeting agenda.

Late or Emergency delegations

- 27** A request to appear as a Delegation before a Board, Committee or Commission respecting an emergency or time-sensitive matter may be approved by the Chair, subject to Section 26 (4) of this Bylaw.

PART 7: KEEPING ORDER

Rules of order

- 28** Where there is an inconsistency between this Bylaw, the Act and/or the Charter, Provincial legislation shall apply over the rule in question.

Chair and Presiding Officers

- 29**
- (1) The Chair, if present, shall preside at the Meetings.
 - (2) The Vice-Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
 - (3) For Board, in the event that neither the Chair nor the Vice-Chair is able to attend the meeting, the presiding officer shall take the chair and the Board shall elect an Acting Chair for that meeting.
 - (4) The Chair shall preserve order and decorum and shall rule on all points of order, stating their reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.
 - (5) For Committees without a Vice-Chair, the Board Chair, presiding officer or RDCK manager present shall take the chair and call the Directors to order. If a Quorum is present the Directors shall elect an Acting Chair who shall preside during the meeting until the arrival of the Chair. The person appointed as Acting Chair has all the authority and is subject to the same rules as the Chair.
 - (6) For Committees with a Vice-Chair, if the Committee has been previously advised of the Chair's absence the Vice-Chair shall take the Chair and call the Directors to order. If the Chair is absent without notice, within fifteen (15) minutes after the time appointed for the Meeting, the Vice-Chair shall take the Chair and call the Directors to order.
 - (7) For Commissions, the Chair will be appointed according to the Commission bylaw.

Points of Order

- 30**
- (1) The Chair shall preserve order and decide all points of order which may arise, subject to an appeal.
 - (2) When the Chair is required to decide a Point of Order:
 - (a) the Chair shall suspend debate on the matter currently before the Meeting;
 - (b) the person raising the Point of Order shall define the procedural matter under which the Point of Order has been raised;
 - (c) the Chair shall determine whether the Point of Order is sustained or overruled and must cite the applicable rule or authority if requested by another Member;

- (d) another Member shall not question or comment on the rule or authority cited by the Chair;
- (e) if the Point of Order is overruled, the debate resumes on the matter previously suspended;
- (f) if the Point of Order is sustained, the Chair directs the appropriate corrective actions;
- (g) the Meeting Coordinator will record in the minutes a brief description of the reason and Chair's decision.

Appeal

- 31** (1) In accordance with Section 132 [*Authority of presiding member*] of the Charter, a decision of the Chair made under Section 30 (2) of this Bylaw may be appealed by a Member and on an appeal by a Member, the Question as to whether the Chair is to be sustained must be immediately put by the Chair and decided without debate and the Chair shall be governed by the vote of the majority of the Members then present excluding the Chair.
- (2) In the event of the votes being equal, the Question on an appeal shall be declared in the affirmative.
- (3) The names of the Members who voted contrary to the outcome of the Question on an appeal shall be recorded in the minutes.
- (4) If the Chair refuses to put the Question under subsection (1), the Board, Committee or Commission shall immediately appoint a Member to preside temporarily and the Member temporarily appointed shall proceed in accordance with subsections (1) to (5).
- (5) Any Resolution or Motion carried under the circumstances mentioned in subsection (4) of this Bylaw is as binding as if carried out with the Chair presiding.

~~—Use of cellular telephones and pagers~~

~~32 — The use of cellular telephones or recording video shall not be permitted in the room during a Meeting, except with the permission of the Chair.~~

PART 8: DEBATE AND CONDUCT

- 32** (1) The Chair is responsible for preserving order at Meetings and for ensuring that Questions are decided with the benefit of fair debate and in accordance with procedural and other rules. On matters of procedure the Chair shall remain impartial.
- (2) No Member shall speak until recognized by the Chair.
- (3) Members shall address the Chair as "~~Mr. or Madam Chair or~~ Chair _____" and shall refer to each other as "Director _____".

- (4) No Member shall interrupt another Member who is speaking, except to raise a point of order.
- (5) Members speaking at a Meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must not interrupt discussion to request to be added to the speakers list;
 - (d) must speak only in connection with the matter being debated;
 - (e) must not speak outside the Motion or reflect upon any vote except for the purpose of moving that such vote be reconsidered;
 - (f) must not leave their seats or make any noise or disturbance while a vote is being taken and until the result is declared; and
 - (g) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board, Committee or Commission in connection with the rules and points of order.
- (6) If more than one Member speaks the Chair must call on the Member, who, in the Chair's opinion, spoke first.
- (7) The order of debate on a Motion will be determined by the Chair and those Members waiting to speak shall be placed into a queue. Members wishing to participate in the debate may do so by raising their hand or add their name using the meeting software. The Mover and seconder of a Motion, or of an amending Motion, shall be entitled to speak ahead of other Members.
- (8) No Member shall speak on any Motion for longer than two (2) minutes without leave of the Chair.
- (9) Members are encouraged to speak succinctly and to not repeat information that has already been heard.
- (10) Where practical, all Members will be given the opportunity to speak once on a matter before a Member is recognized a second time.
- (11) No Member shall speak more than once to the same Motion, without leave of the Chair, except in explanation of the material part of his/her speech.
- (12) A Member who has made a substantive Motion may reply to the debate.
- (13) A Member who has moved an amendment on the previous Motion may reply to the debate.
- (14) Members who are called to order by the Chair:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and

- (c) may appeal to the Board, Committee or Commission for its decision on the Point of Order.
- (15) Where there is a Motion under debate a Member shall not speak other than on that Motion under debate and the matters relating to that Motion.
- (16) Any Member may require the Motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- (17) If, during debate on a Motion, a Motion to Refer or Postpone that Motion is put while there remain Members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such Motion of Referral or Postponement until those on the list of speakers for the first Motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the Motion to Refer or Postpone and, receiving an affirmative response, shall call the Question on such Motion.
- (18) At any time during debate on a Motion, a Director may move "That the vote on the Motion be called" and that Motion shall be decided without amendment or debate. If the Motion "That the vote on the Motion be called" is adopted by at least two thirds of the votes cast, the Motion consequent thereon shall be immediately called and voted upon without further debate or amendment.
- (19) If the Chair desires to leave the Meeting, they shall call on the Vice-Chair to take their place until they return to the Meeting.
- (20) Members of the public attending a Meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must not disturb or make noise during a Meeting; and
 - (c) must address the Board, Commission or Committee only when called upon by the Chair to do so;

Privilege

- 33** A matter of privilege includes reference to any of the following Motions:
- (a) to fix the time to adjourn;
 - (b) to adjourn;
 - (c) to Recess;
 - (d) to raise a Point of Privilege of the Regional Board; and
 - (e) to raise a Point of Privilege of a Member of the Regional Board.

PART 9: MOTIONS

- 34**
- (1) Motions shall be phrased in a clear and concise manner.
 - (2) A Motion shall be made and seconded before being debated and voted on. The provisions outlined in Section 25 (4) of this Bylaw apply.
 - (3) Any Member may move a Motion unless the Member would not be entitled to vote on the Motion. Any Director may second a Motion.
 - (4) A Motion that has been seconded may be read by the presiding officer or Meeting Coordinator, before debate, at the request of any Member.
 - (5) The Chair may make or second Motions.
 - (6) The Mover of a Motion shall be the first person entitled to speak to the matter during debate.
 - (7) When a Motion is under consideration, no Motion shall be received unless to:
 - (a) Refer it;
 - (b) amend it;
 - (d) Postpone it to later in the Meeting, or
 - (d) “call the Question” (end debate and vote on the Motion).
 - (8) The following Motions are neither amendable nor debatable:
 - (a) to Table the main Motion
 - (b) to Postpone the main Motion, either indefinitely or to a specified time;
 - (c) to move the previous Question; or
 - (d) to adjourn.
 - (9) The Board, Committee or Commission must vote separately on each distinct part of a Motion that is under consideration at the Meeting if so requested by a Member.
 - (10) A Motion that deals with a matter that is not on the agenda of the Meeting at which the Motion is introduced may be introduced with a 2/3 Majority Vote.
 - (11) When the Chair is of the opinion that a Motion put before the Board, Committee or Commission is contrary to the rules they shall apprise the Members thereof immediately before putting the Motion thereon, and shall cite the rule or authority applicable to the case without argument or comment, subject to an appeal by a Member pursuant to Section 31 of this Bylaw.
 - (12) Subject to the *Interpretation Act*, Motions shall come into effect upon adoption unless a later date or time is specified in the Resolution.
 - (13) A Motion to adjourn the proceedings shall always be in order provided that no other

Motion is pending.

- (14) Provisions from Section 40 of this Bylaw apply for notice of motion.
- (15) At the request of any Member, the Chair may rule that consideration of any Motion introduced as new business must be Postponed until the next Meeting.

Amendments

- 35** (1) A Member may, without notice, move to amend a Motion that is under debate provided the amendment is relevant to the main Motion and does not materially change its purpose.
- (2) An amendment may propose removing, substituting for, or adding to the words of the original Motion.
- (3) A proposed amendment must be produced in writing by the Mover if requested by the Chair.
- (4) Every amendment submitted shall be voted upon or withdrawn before the main Motion is put to a vote.
- (5) An amendment may be amended only once, and an amendment once defeated by a vote cannot be proposed a second time.
- (6) A Member may propose an amendment to an adopted amendment.
- (7) Amendments to Motions shall be voted on in the reverse order to that in which they are moved.
- (8) If the amendment to a Motion is:
 - (a) Carried, the previous Motion is then voted on as amended; or
 - (b) Defeated, the previous Motion is again before the Members.
- (9) A Motion to Refer the subject matter to a Committee or Commission, until it is decided, shall preclude all amendment(s) of the main Motion.
- (10) A Question of Referral, until it is decided, shall preclude all amendments to the main Motion.
- (11) Amendments shall be allowed to the main Motion, but only one amendment shall be allowed to an amendment.

Amending Past Motions

- 36** An amendment to a Resolution previously adopted by the Board shall be subject to the same procedural rules in Section 35 of this Bylaw except that, if the amendment is approved, there shall be no vote on the Resolution as amended.

Referral or postponement

- 37** A Motion to Refer or Postpone, until it is decided, shall take precedence over the main Motion and Motions to amend the main Motion.

Withdrawal

- 38**
- (1) The Mover of a Motion “owns” it before the Chair states it. To withdraw a Motion, the Member must state: “I ask permission to withdraw a Motion.”
 - (2) After the Motion has been stated by the Chair, the Board, Committee or Commission “owns” it. However, if there is no objection from the Board, Committee or Commission, a Motion or an amendment may be withdrawn by the Mover at any time before a vote on the Motion or amendment is taken. Motions or amendments that were withdrawn shall not be entered in the minutes.
 - (3) If a Member of the Board, Committee or Commission objects to the request to withdraw, the Chair can put the Question to a vote as a “Question to Withdraw the Motion.”
 - (4) A request to withdraw a Motion, in accordance with subsection (3):
 - (a) can interrupt a speaker who has the floor if immediate attention is required;
 - (b) does not need to be seconded unless formally proposed by the Member making the request;
 - (c) is not debatable;
 - (d) cannot be amended; and
 - (e) requires a Majority Vote.
 - (5) A Motion which has been withdrawn may be re-introduced at the same meeting only by a different Member.

Chair determines contrary to rules

- 39** When the Chair is of the opinion that a Motion put before the Board, Committee or Commission is contrary to the rules of the Board, Committee or Commission, the Chair shall declare the Motion to be not in order and cite the rule or authority applicable in the circumstances, subject to an appeal by a Member pursuant to Section 31 of this Bylaw.

PART 10: NOTICE OF MOTION

- 40 (1) Any Director desiring to bring any new matter before the Board, Committee or Commission other than a Point of Order or of privilege, shall do so by way of Motion; provided however, that any new matter of major importance, which may require further information than could or would normally be available to the Board, Committee or Commission at such Meeting, may be required by the Chair or a Director to be made as a notice of Motion and shall be dealt with as provided under subsection (2).
- (2) Any Director may give notice of a Motion to the Board, Committee or Commission by:
- (a) providing the presiding officer or Meeting Coordinator with a written copy of such Motion during a Meeting and the Meeting Coordinator shall, upon the Director being acknowledged by the Chair and the notice of Motion being read to the Meeting, include it in the minutes of that Meeting as notice of Motion and shall add the Motion to the agenda of the next Regular Meeting of the Board, or to the agenda of a Special Meeting scheduled for that purpose; or
 - (b) providing the presiding officer or Meeting Coordinator with a written copy of such Motion, no later than nine (9) days prior to the scheduled Meeting, and the Meeting Coordinator shall add the Motion to the agenda for said Meeting.

PART 11: RECONSIDERATION

- 41 (1) In addition to the authority of the Chair to return a matter for reconsideration pursuant to Section 217 [*Chair may require board reconsideration of at matter*] of the Act a Director may, unless otherwise prohibited, propose that a Motion which has been previously decided be reconsidered.
- (2) After a vote has been taken on any Motion, except one of tabling or postponing a subject, a Member who voted in the majority may move a reconsideration of the Motion at the same or the next Regular or Special Meeting of the Board. **If reconsideration is proposed to take place at the next Regular or Special Meeting of the Board a Member shall provide a motion to the Meeting Coordinator nine (9) days prior to the Meeting to be added to the Board agenda. If a Member does not meet the required timeline the procedures outlined in Section 22 of this bylaw apply.**
- (3) Despite subsection (2), a Member who is absent from a Meeting at which a vote was taken on a Motion, except one of tabling or postponing a matter, may move reconsideration of the Motion at either the next Regular or Special Meeting of the Board. **If reconsideration is proposed to take place at the next Regular or Special Meeting of the Board a Member shall provide a motion to the Meeting Coordinator nine (9) days prior to the Meeting to be added to the Board agenda. If a Member does not meet the required timeline the procedures outlined in Section 22 of this bylaw apply.**
- (4) A Motion to reconsider requires 2/3 of the votes cast to pass. If the Motion to reconsider is successful, the matter shall be put before the Board for reconsideration and may be dealt

with by the Board by a Majority Vote.

- (5) The Board shall not reconsider any Resolution that:
 - (a) has been acted upon by any officer or employee of the RDCK;
 - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - (c) has been reconsidered under Section 217 [*Chair may require board reconsideration of at matter*] of the Act or subsection (2).
- (6) After a Resolution has been reconsidered, it shall not be reintroduced for a period of six (6) months except by unanimous consent of all Directors.
- (7) The conditions that applied to the adoption of the original bylaw, Resolution or proceeding apply to its rejection under this section.

PART 12: VOTING

- 42 (1) Voting on Questions, Resolutions and bylaws are governed by the Act.
- (2) The Chair participates in all voting unless the vote is on the Question “Shall the Chair be sustained?”

Voting Procedure

- 43 (1) Voting shall be done by a show of hands from those Members in favour of the Motion, followed by a show of hands from those opposed to the Motion. The Chair may poll the Members if a show of hands is inconclusive. No voting by ballot or other secret method will be permitted, except for elections, which will be conducted by secret ballot.
- (2) Members participating electronically in a Meeting must indicate their votes verbally, except in the case of elections.
- (3) A vote on any Motion may, at the discretion of the Chair, be taken by roll call.
- (4) When the Chair puts a matter to a vote, a Member must not:
 - (a) leave the room;
 - (b) make a noise or other disturbance;
 - (c) interrupt the voting procedure unless the interrupting Member is raising a Point of Order.
- (5) Prior to the calling of the vote, any Member may request that the Motion be read aloud. The vote on a Motion will be taken when the Chair is satisfied that its intent is clear to Members.

- (6) After the Chair finally puts a Question to a vote, a Member must not speak to the Question nor shall any other Motion be made until after the result is declared and the decision of the Chair as to whether the Question has been finally put is conclusive.
- (7) A vote on a Motion shall be deemed to be carried unanimously unless a Member or Members vote against the Motion. The Chair will state aloud that the vote is carried, carried unanimously or defeated.
- (8) As soon as the Chair has announced the results of the vote on a Question, any Member who voted in opposition may request to have his/her name be recorded in the minutes. A vote in opposition will not be recorded in the minutes unless a Member requests that it be done.
- (9) Any Member present who abstains from voting shall be deemed to have voted in the affirmative.
- (10) No Director may cast a vote in absentia.

Tie vote for a motion

- 44** In accordance with the Act, in all cases where the votes of the Members present and entitled to vote, including the vote of the Chair, are equal for and against a Motion, the Motion shall be declared in the negative, and it shall be the duty of the Chair to so declare.

Members attendance for vote

- 45** Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a Member has declared a conflict of interest.

Conflict of interest

- 46**
 - (1) The provisions of this section shall apply to all Meetings.
 - (2) A Member attending a Meeting must not participate in a discussion or vote on a matter where to do so would be contrary to Section 100 *[Disclosure of conflict]* of the Charter.
 - (3) Where a Member considers that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the Member must declare this and state the general nature of why the Member considers this to be the case.
 - (4) Where a Member considers that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the Member must:
 - (a) not take part in the discussion of the matter and is not entitled to vote on any Motion in respect of the matter;

- (b) immediately leave the Meeting or that part of the Meeting during which the matter is under consideration; and
 - (c) not attempt in any way, whether before, during, or after the Meeting, to influence the voting on any Motion in respect of the matter.
- (5) Where a Member declares that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the person presiding must ensure that the Member is not present at the Meeting of the time of any vote on the matter.
- (6) After a Member makes a “conflict of interest” declaration, the Meeting Coordinator shall record in the minutes of the Meeting the Member’s declaration, the reason(s) given for it, and the times of the Member’s departure from the Meeting room and, if applicable, of the Member’s return.

Special voting on urgent matters

- 47 Provisions from the *Regional District Special Voting Regulations, BC Reg.17/98*, and Amendments, apply to the RDCK for special voting on urgent matters.

PART 13: BYLAWS

- 48 Bylaws shall be read and adopted in accordance with the Act.

Copies of proposed bylaws to Directors

- 49 (1) A proposed bylaw may be introduced at a Board Meeting only if a paper or electronic copy of it has been made available to each Director prior to the Meeting.
- (2) A Committee or Commission may put forward a Motion to endorse, develop, amend or repeal a bylaw but only the Board can give three readings and adopt the bylaw.

Introducing, reading and adopting bylaws

- 50 (1) Every proposed bylaw shall be introduced by Motion.
- (2) A bylaw shall be deemed to be read when its title and bylaw number are stated.
- (3) Every proposed bylaw must be given first, second and third reading before it is adopted.
- (4) Every reading on a proposed bylaw must be by Resolution; however, a Resolution can include more than one reading of a proposed bylaw.

- (5) A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.
- (6) Section 228 [*Bylaw adoption at same meeting as third reading*] of the Act, a bylaw that does not require approval, consent or assent under the Charter or Act before it is adopted, may be adopted at the same Meeting at which it passes third reading if the Motion for adoption receives at least 2/3 of the votes cast.
- (7) Unless the holding of a public hearing is waived in accordance with Section 464 [*Requirement for public hearing before adopting bylaw*] of the Act, the Board must not give third reading to a community plan bylaw, rural land use bylaw or zoning bylaw without holding a public hearing on the bylaw. The public hearing must be held after second reading of the bylaw and before third reading of the bylaw.
- (8) In accordance with Section 477(6) [*Adoption procedures for official community plan*] of the Act, the Board may adopt a proposed official community plan or zoning bylaw at the same Meeting at which the plan or bylaw passed third reading.
- (9) As provided in the Charter, the Board must not vote on the reading or adoption of a bylaw when its Meeting is closed to the public.
- (10) An amendment bylaw may not be amended after its adoption.
- (11) **The Corporate Officer may make minor corrections to bylaws at third reading and to adopted bylaws, including, but is not limited to, spelling mistakes and sequential numbering errors.**

Certification and storage

- 51 (1) After a bylaw is adopted and signed by the Corporate Officer and the Chair of the Meeting at which it was adopted, the Corporate Officer must have it placed in the RDCK’s records for safekeeping and affix:
 - (a) the RDCK’s corporate seal; and
 - (b) the dates of its readings, adoption and any required approvals that have been obtained.
- (2) After their adoption by the Board, all bylaws shall be filed in their regular order.

PART 14: PETITIONS

- 52 (1) Every Petition presented to the Board, be it a Petition for Services or otherwise, shall include the name and residential address of each Petitioner along with any other information required under the Act or Charter.

- (2) In the case of a corporation being a Petitioner, the written authority given by the corporation to sign the Petition shall be produced.
- (3) If a deadline is set for receipt of a Petition by the RDCK, no name shall be added to the Petition and no name shall be withdrawn from the Petition after that deadline.
- (4) Once a Petition not initiated by the RDCK has been received by the RDCK, the Board shall receive it under communications for information on a Meeting agenda.

PART 15: COMMITTEES

Establishment of Committees

53 The provisions from Section 218 [*Appointment of select and standing committees*] of the Act apply.

Duties of Standing Committees

- 54**
- (1) Standing Committees must consider, inquire into, report, and make recommendations to the Board about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the Committee;
 - (b) matters that are assigned by the Regional Board;
 - (c) matters that are assigned by the Chair.
 - (2) Standing Committees must report and make recommendations to the Board at all of the following times:
 - (a) in accordance with the schedule of the Committee’s Meetings;
 - (b) in matters that are assigned by the Chair:
 - (i) as required by the Chair, or
 - (ii) at the next Board Meeting if the Chair does not specify a time.
 - (3) Standing Committee’s ~~establishing bylaws~~ **Terms of Reference** are to be approved by the Board.

Duties of Select Committees

- 55**
- (1) Select Committees must consider, inquire into, report, and make recommendations to the Board about the matters referred to the Committee by the Board.
 - (2) Select Committees must report and make recommendations to the Board as specified by the Chair.

- (3) Each Select Committee shall have a Terms of Reference adopted by the Board.

Appointment of Directors to Committees

- 56 (1) The appointments to Standing and Select Committees is determined in accordance with Section 218 [*Appointment of Select and Standing Committees*] of the Act.
- (2) The election for Director appointments to internal and external committees or organizations will be conducted following the procedures set out in Section 8 of this Bylaw, **excluding Section 8 (5), and Section 10.**

Attendance at Committee Meetings

- 57 (1) Members of the Board who are not Members of a Committee may attend Meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee Members present, but may not vote.
- (2) Alternate Directors are authorized to serve on Committees of the Board in the absence of the Director, if authorized by the applicable Terms of Reference or bylaw. This does not apply to outside agencies where Directors are appointed at the request of the agency concerned.
- (3) Attendance at Meetings by the public and Delegations, as well as the structure and scheduling of Meetings shall be in keeping with the provisions of this Bylaw and current Board policies.

Chair

- 58 (1) The Committee at its first Meeting of each year shall elect the Chair for the year from among the Members of the Committee. In the year of a local government election, if the Members are Directors, the Committee will elect a Chair at the first Meeting after the election. The provisions outlined in Sections 8 and 10 of this Bylaw apply, with the Board Chair, presiding officer or RDCK Manager conducting the election.
- (2) The sub-regional Resource Recovery Chairs rotate the responsibility of chairing the Joint Resource Recovery Committee meetings.

Committee Reports and Minutes

- 59 (1) Minutes of the proceedings of all Committee Meetings must be legibly recorded and signed by the Chair or presiding Member of the Meeting.
- (2) Minutes of the Committee Meetings must be forwarded to the Corporate Officer or Board Meeting Coordinator.

- (3) Minutes of Standing Committee Meetings shall, whenever possible, be included in the agenda of the first Board Meeting following the Committee Meeting. This provision does not apply to minutes of a Meeting, or part of a Meeting, that from which members of the public were excluded.

Quorum

- 60 The Quorum in a Standing or Select Committee shall be a majority of the persons appointed to the Committee.

Voting at Meetings

- 61 (1) On a vote in a Committee each person shall have only one (1) vote unless otherwise specified in the Committee's ~~bylaw or~~ Terms of Reference ~~that has been~~ approved by the Board.
- (2) The Chair shall be an ex officio Member of all Select and Standing Committees and entitled to vote on all matters.

Operation

- 62 (1) No Committee will operate outside of its ~~express mandate or bylaw or~~ Terms of Reference without prior approval of the Board.
- (2) All Committees are considered to be advisory in nature.
- (3) No Committee has the power to pledge the credit of the Board or commit the Board to any particular action.
- (4) No recommendation or decision of a Committee, except the election of a Committee Chair, shall be binding until it has been accepted and approved by the Board.

Schedule of Meetings

- 63 (1) At its first Meeting after its establishment, a Standing or Select Committee must establish a regular schedule of Meetings.
- (2) The Chair of a Committee may call a Meeting of the Committee in addition to the scheduled Meetings or may cancel a Meeting.

Procedures

- 64 The provisions of this Bylaw governing Meetings of the Board apply, with the necessary changes, to Standing and Select Committees. Other rules of procedure may be created by **establishing a bylaw** or Terms of Reference for a Committee ~~or by a Resolution of the Committee~~, but the provisions of this Bylaw will prevail over any such rule of procedure if there is any conflict between them

PART 16: COMMISSIONS

Establishment of Commissions

- 65 The provisions from Section 263(1)(g) [*Corporate Powers*] of the Act apply.

Duties of Commissions

- 66 A Commission must operate within the authority delegated by the Board in that Commission's bylaw and provisions of this Bylaw if not identified in the Commission bylaw.

PART 17: MISCELLANEOUS PROVISIONS

Amendment to procedure

- 67 No provision of this Bylaw relating to the procedure of the Board may be altered unless notice of the proposed amendment is given in accordance with the Act.

Severability

- 68 If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.

Effective Date

- 69 This Bylaw shall come into full force and take effect on and after the date of the adoption thereof.

Repeal

- 70 **"Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019"**, and amendments thereto, are hereby repealed.

READ A FIRST TIME this 17th day of October, 2024.

READ A SECOND TIME this 17th day of October, 2024.

READ A THIRD TIME this 17th day of October, 2024.

ADOPTED this day of , 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Procedure Bylaw No. 2898, 2024

RDCK PROCEDURE BYLAW NO. 2898

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REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2898

A bylaw to regulate the proceedings of the Regional District of Central Kootenay Board, Committees and Commissions

WHEREAS the Regional District must, by bylaw enacted pursuant to the *Local Government Act* and the *Community Charter*, establish the general procedures to be followed at meetings of the Regional Board, Committees and Commissions including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

AND WHEREAS the Regional Board desires its proceedings to be guided by principles of efficiency, accountability and procedural fairness;

AND WHEREAS advance notice regarding this bylaw has been provided to each Director in accordance with the *Local Government Act*;

NOW THEREFORE, the Board of the Regional District of Central Kootenay, in Open Meeting assembled, enacts as follows:

PART 1: INTRODUCTION

Citation

- 1 This Bylaw may be cited as “**Regional District of Central Kootenay Procedure Bylaw No. 2898, 2024.**”

Definitions

- 2 In this Bylaw:

Act means the *Local Government Act*, R.S.B.C. 2015, c. 1, as may be amended from time to time.

Alternate Director means an Alternate Director as defined in the Act and duly sworn in prior to voting on any matter before the Board.

Board means the governing and executive body—the Board of Directors—of the Regional District of Central Kootenay.

Chair means, where the context requires, the Chair of the Board elected pursuant to the Act, or the person appointed as the Chair, the Vice-Chair or other person presiding at a Meeting of the Board, Committee or Commission.

Charter means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended from time to time.

Chief Administrative Officer means the officer assigned chief administrative responsibilities under the Act and includes that officer's designate.

Closed Meeting means a Meeting closed to the general public and/or RDCK employees, in accordance with Section 90 of the Charter.

Commission means a commission established by the Board pursuant to the Act.

Committee means, as the context requires, a Select Committee established by the Board, or a Standing Committee established by the Board Chair.

Communication means the receipt of a written letter, email or other message.

Consent Agenda means a component of a meeting agenda that enables the Board to group routine items under one umbrella.

Corporate Officer means the officer assigned corporate administration responsibilities under the Act and includes that officer's deputy or other designate.

Correspondence means the receipt of written Communications that requests action from the Board.

Delegation(s) means an individual or organization that requests to appear before the Board, Committee or Commission.

Director(s) means a Member of the Board, whether as a municipal director or as an electoral area director pursuant to the Act.

Electronic Meeting means a Meeting where all Members may participate electronically, such as videoconference, audioconference or telephone.

Electronic Participation (Electronically Participate) means a hybrid Meeting where some Members attend in person, and other Members attend by electronic means, such as videoconference, audioconference or telephone.

Executive Committee means the Board Chair, Board Vice-Chair and Rural Affairs Committee Chair.

Inaugural Meeting means the first Regular Meeting of the Board in November of each year.

Majority Vote means more than half of the votes on a Motion are cast in the affirmative, with abstentions counted as a vote in the affirmative.

Meeting means a meeting of the Board, or a meeting of a Committee or Commission, as the context requires.

Meeting Coordinator means the person responsible for transcribing minutes at a Board, Committee or Commission Meeting and assists with corporate administration duties assigned by the Corporate Officer.

Member(s) means a Director or Alternate Director of the Board, or a person appointed to a Committee or Commission, as the context requires.

Motion means a proposal put forward by a Member for consideration of the Board that the Regional District undertake an action, make a recommendation or express an opinion.

Mover means the Member who has made a Motion.

Notice Board means the notice board at the corporate office of the Regional District of Central Kootenay at 202 Lakeside Drive, Nelson, BC.

Open Meeting means a Meeting accessible to the general public and/or RDCK employees.

Out of Order means that consideration of a matter may not proceed due to conflict with this Bylaw.

Petition is a formal written request made to the Board that requests that a particular action be taken that is within the authority of the RDCK. The petition must include the full name, original signature and residential address of each petitioner.

Point of Order means a question raised by a Member who believes that the rules of procedures have been incorrectly applied or overlooked during the proceedings.

Point of Privilege means a question calling attention to an urgent or timely matter arising within the Meeting, which pertains to the rights or interests of the Board, Committee or Commission as a whole or of a Member personally. This includes matters of comfort, safety, and accessibility of Members and also includes matters related to the dignity and integrity of the assembly and its proceedings, or obstructions to it carrying out its functions.

Postpone means to defer an item to a certain time.

Public Notice Posting Places means the RDCK website, RDCK social media sites and the Notice Board located at RDCK offices.

Question (Calling of, Calling the, Previous) means a Motion to end debate and bring a Motion to an immediate vote.

Quorum means a majority of the Members of the Regional Board or a majority of the Members of a Committee or Commission, unless otherwise adopted in a Committee or Commission bylaw.

RDCK means the Regional District of Central Kootenay.

Recess means the temporary suspension of proceedings until a later time.

Refer (Referral) means to defer a Motion until a future time to allow for further discussion.

Regular Meeting means all regularly scheduled Meetings.

Resolution means a formal Motion placed before a Meeting in order that it may be debated to a conclusion.

Rural Affairs Committee Chair means the Member elected as Chair of the Rural Affairs Committee pursuant to the Act.

Select Committee means a Committee established by the Board to consider or inquire into any matter and reports its findings and opinion to the Board. Persons who are not Directors may be appointed by the Board but at least one Member of the Committee must be a Director.

Special Meeting means a Meeting other than a statutory or Regular Meeting, or statutory or regular adjourned meeting.

Standing Committee means a long-term Committee established by the Chair to deal with matters of an ongoing nature. Persons who are not Directors may be appointed by the Chair but at least one Member of the Committee must be a Director.

Table

Lay on the table means to temporarily suspend further consideration/action on the pending Motion;

Take from the table means to resume consideration of the item previously "laid on the table.

Terms of Reference means a written description of a Committee's purpose and objectives.

Vice-Chair means the Member elected as Vice-Chair pursuant to the Act.

Application of Rules of Procedure

- 3** (1) The rules of procedure as set out in this Bylaw apply to all Meetings of the Board, Committees and Commissions except as otherwise provided herein.
- (2) In cases not provided for under the Act, the Charter or this Bylaw, the current edition of *Robert's Rules of Order Newly Revised* shall apply to the extent that those *Rules* are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the Act or the Charter.

- (3) A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case by case basis if at least two-thirds of the Members present agree to do so.

Powers and Duties of Board Chair

- 4 (1) The Board Chair is the head and chief executive officer of the RDCK and has the duties as set out in the following:
 - (a) the Act:
 - (i) Section 216 [*Power and Duties of Chair*]; and
 - (ii) Section 218 [*Appointment of Select and Standing Committees*];
 - (b) the Charter:
 - (i) Sections 131, 132, 133 and 134 [*Council Proceedings*].
- (2) The Board Chair shall determine the seating arrangements around the meeting table.
- (3) In accordance with Section 133 of the Charter, if the Chair considers that another person at the Meeting is acting improperly, the Chair may order that the person is expelled from the Meeting. If a person who is expelled does not leave the Meeting, a peace officer may enforce the Chair's order as if it were a court order.

Powers and Duties of Board Vice-Chair

- 5 The Vice-Chair has, during the absence, illness or other disability of the Board Chair, all the powers and duties of the Board Chair and is subject to all rules applicable to the Board Chair.

General

- 6 (1) Where this Bylaw conflicts with the provisions of the Act, the Act shall prevail.
- (2) Any definition of a word or phrase used in this Bylaw and not defined in this Bylaw has the meaning as defined in the Act.
- (3) The headings used in this Bylaw are for convenience of reference only. They do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.
- (4) In accordance with Section 225 [*Procedure Bylaw*] of the Act this Bylaw may not be amended or repealed and substituted unless the Board first gives notice as per Section 94 of the Charter describing the proposed changes in general terms.
- (5) Unless otherwise defined in this Bylaw, words used herein shall have the meanings defined in the Interpretation Act, R.S.B.C. 1996 c. 238 as amended.

PART 2: ELECTION OF BOARD CHAIR AND VICE-CHAIR

General Provisions

7 As provided in the Act:

- (a) At the first Meeting held after November 1 in each year, the Board must elect a Chair and a Vice-Chair from among its Members.
- (b) If the office of the Chair or Vice-Chair becomes vacant, the Board shall elect another Chair or Vice-Chair from among its Members at the first practicable Regular Meeting of the Board after the vacancy occurs.
- (c) If the Board Chair and the Vice-Chair are not present at a Meeting of the Board, the Directors present may elect an Acting Chair who, during that Meeting, has all the powers of the Board Chair and is subject to all rules applicable to the Chair.
- (d) Each Director present at the Meeting has one vote in each election for an office.

Election of Board Chair

- 8
- (1) The Chief Administrative Officer or Corporate Officer shall administer the election process.
 - (2) The Chief Administrative Officer or Corporate Officer will call three times for nominations for the office of Board Chair. Each nomination must be seconded and the nominee must consent to the nomination.
 - (3) If only one candidate is nominated for the office of Board Chair, that candidate will be declared elected by acclamation.
 - (4) If more than one candidate is nominated for an office, an election by secret ballot will be declared.
 - (5) Each candidate will be given two minutes to address the Board in favour of his/her candidacy in the order of his/her nomination.
 - (6) At the conclusion of candidates' speeches, an election will be held. Each Director will be provided with a paper ballot in which to cast his/her vote. Completed ballots shall be placed into a ballot box. When all of the ballots have been collected the ballot box will be removed to a separate room and the ballots counted.
 - (7) If a Director is participating in the meeting electronically under Section 17 of this Bylaw, to cast a vote for the office of Board Chair, they shall, at the time the vote is being conducted, vote by one of the following methods specified by the Chief Administrative Officer or Corporate Officer:
 - (a) by phoning the Chief Administrative Officer or Corporate Officer who will record the Director's vote and include the vote with the secret ballots;

- (b) by emailing the Chief Administrative Officer or Corporate Officer who will record the Director's vote and include the vote with the secret ballots; or
 - (c) by casting the Director's vote through an electronic voting system that has been established by the RDCK.
- (8) The counting of ballots will be conducted by the Corporate Officer together with the Chief Financial Officer or Chief Administrative Officer.
 - (9) The candidate with the absolute majority of votes for the office of Board Chair will be declared elected to that office.
 - (10) If three or more candidates are nominated, and no candidate receives a majority of votes, the name of the candidate receiving the lowest number of votes will be removed from the ballot. Ballots will be redistributed and the remaining candidates will again stand for election. This process will be repeated until a candidate receives majority of the votes and is elected, or until only two candidates remain and the vote is tied. If the tie continues after two elections have been held, the provisions outlined in Section 10 (2) of this Bylaw apply.
 - (11) If the candidates with the lowest number of votes are tied, and a candidate is required for the vote of Board Chair, the provision outlined in Section 10 of this Bylaw apply.
 - (12) The number of votes received by each candidate will not be disclosed to the Board unless a Resolution requiring disclosure is passed.
 - (13) The ballots will be destroyed by way of a Board Resolution.

Election of Vice-Chair

- 9** The election for the position of Vice-Chair will be conducted following the procedures set out in Sections 8 (1) to (13) of this Bylaw.

Tie Vote

- 10** (1) In the event no candidate receives majority of the votes, and there is a tie vote of the candidates with the lowest number of votes, and a candidate is required for the vote of Board Chair, a vote by secret ballot will be held between the tied candidates and the name of the candidate receiving the lowest number of votes will be removed from the ballot. If the tie continues after that vote, the provisions outlined in subsection (2) of this Bylaw apply.
- (2) In the event of a tie vote for Board Chair or a tie vote resulting from a vote conducted in accordance with subsection (1):
 - (a) the name of each candidate is to be written on a separate piece of paper;

- (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
- (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
- (d) the Chief Administrative Officer or Corporate Officer will draw one piece of paper from the container;
- (e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

Restriction on Nominations

11 Nominations will not be accepted for:

- (a) a Director who is not present;
- (b) a Director who has not made an oath of office; or
- (c) an Alternate Director.

PART 3: MEETINGS

Schedule, Time and Location of Meetings

- 12**
- (1) The Board shall, by Resolution, adopt a schedule of Meetings for the immediately ensuing year no later than the last Meeting of the current year. During the year, the Board may, by Resolution, revise the schedule of Meetings for the current year. Public notice of Meetings are to be posted on the Public Notice Posting Places.
 - (2) Notification of a cancelled or Postponed Meeting must be provided to the Corporate Officer at least 48 hours before the scheduled Meeting, and the Corporate Officer must advise all Members via email or telephone and the public by posting a notice on the Public Notice Posting Places.
 - (3) Unless the Board determines otherwise, Regular Meetings of the Board shall be held on the third Thursday of each month commencing at 9:00 a.m.
 - (4) Regular and Special Meetings of the Board shall be held in the Board Room at the RDCK corporate office located at 202 Lakeside Drive in Nelson, B.C. unless, at a Regular Meeting, the Board passes a Resolution authorizing holding a Meeting elsewhere within the RDCK or, as authorized by the Act, outside the boundaries of the RDCK.
 - (5) In the interest of making Meetings more accessible to residents, individual Directors may request that a Regular Meeting be held in his/her municipality or electoral area. Such requests must be received for consideration by the Board no later than January 31st of each year. Meetings held outside the RDCK's corporate office will be limited to a maximum of two per year.

- (6) At the discretion of the Chair and Vice-Chair, a Meeting may be cancelled or Postponed, providing two consecutive Meetings are not cancelled.
- (7) Should the Chair determine that there is insufficient business to justify holding a regularly scheduled Meeting, the Chair may cancel the Meeting upon five days' notice.
- (8) Committees and Commissions set the dates, times, and locations of their Meetings by resolution, subject to provisions established within the bylaw or Terms of Reference governing a specific Committee or Commission.
- (9) All Meetings of the Board, Commissions and Committees shall provide the option to the Members to participate electronically, in accordance with Section 17 of this bylaw.
- (10) All Meetings of the Board, Commissions and Committees shall provide the option to the public to participate electronically, with the exception of Section 90 [*Meeting that may or must be closed to the public*] of the Charter where members of the public are excluded from a Closed Meeting, with the instruction to do so posted on the Public Notice Posting Places.
- (11) The Regular Meeting held in October in the year of a general local election shall be held on the Thursday of the week following the election.

Inaugural Meeting

- 13** (1) An Inaugural Meeting will be held at the first meeting of the Board in November pursuant to the provisions of the Act.
- (2) The presiding officer of the Inaugural Meeting shall be the Chief Administrative Officer or Corporate Officer until such time as the Board Chair has been elected.
- (3) Following a general local election, the Chief Administrative Officer shall call the Inaugural Meeting to order and the Corporate Officer shall administer the necessary oaths and declarations, or arrange for another person authorized under the Local Government Act for this purpose to administer the necessary oaths and declarations.

Notice of Regular Meetings

- 14** (1) Provisions from Section 12 (1), (2) and (9) of this Bylaw apply for notice of Regular Meeting.
- (2) At least 48 hours before a Regular Meeting, the Corporate Officer must give notice of the meeting, including confirmation of the time, place, date, how the meeting will be conducted, and the place where the public may attend to hear, or hear and watch, the proceedings by:
 - (a) posting a copy of the meeting agenda on the Public Notice Posting Places; and
 - (b) providing a paper or electronic copy to each Member of the Board.

Notice of Special Meetings

- 15** (1) In accordance with Section 220 *[Calling and conducting of meetings]* of the Act, on the request of the Chair or of any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least five days before a Special Meeting:
- (a) give advance public notice stating the general purpose of the Special Meeting, and the day, hour and place of the Special Meeting by way of a notice posted on the Public Notice Posting Places; and
 - (b) include in the notice that Members and the public can participate in the Meeting electronically and the place where the public may attend to hear, or hear and watch, the proceedings that are open to the public;
 - (c) deliver a copy of the notice and Special Meeting agenda to each Director electronically or if an electronic method is not available, at the place to which the Director has instructed that notices be sent.
- (2) Each copy of a notice of Special Meeting must be signed by the Corporate Officer.
- (3) The notice of a Special Meeting may be waived by a unanimous vote of the Board.
- (4) In accordance with Section 220 *[Calling and conducting of meetings]* of the Act, in the case of an emergency, a notice of Special Meeting:
- (a) May be given, with the consent of the Chair and two Directors, less than five (5) days before the date of the meeting, and
 - (b) Need not be given in writing.
- (5) Special Meetings will be held at the RDCK office unless the Chair directs that the meeting be held elsewhere.
- (6) With the approval of the Chair, and provided the notice requirements are met, Special Meetings of the Board may be conducted by means of Electronic Meeting or Electronic Participation in accordance with Section 17 of this Bylaw.

Closed Meetings

- 16** (1) While in a Closed Meeting, the procedures set out in this Bylaw shall, to the extent possible, be followed by the Board in the conduct of its business.
- (2) Except where provisions of Section 90 *[Meeting that may or must be closed to the public]* of the Charter apply, all Meetings must be open to the public.
- (3) A Director may only be excluded from a Closed Meeting pursuant to Section 133 *[Expulsion from meetings]* of the Charter.
- (4) Before closing a Meeting or a portion of a Meeting to the public, the Board must pass a Resolution in a public Meeting in accordance with Section 92 *[Requirements before*

meeting is closed] of the Charter and such Resolution must include the basis under the applicable subsection of Section 90 [*Meeting that may or must be closed to the public*] on which the Meeting or part of is to be closed.

- (5) The Meeting Coordinator shall provide the Closed Meeting agenda through the meeting software to the Directors and will only print a paper copy (on coloured paper) of the Closed Meeting agenda cover if requested by a Director.
- (6) The Alternate Directors attending a Closed Meeting, on behalf of a Director, will receive the Closed Meeting agenda on the day of the Meeting either electronically or in print.
- (7) At the end of a Closed Meeting, the Directors will return the paper copy of the Closed Meeting agenda cover to the Meeting Coordinator, which the Meeting Coordinator will then destroy unless a specific Board Resolution has been passed to retain a Closed Meeting report or other item. Alternatively, Directors may dispose of the agenda in a receptacle designated for confidential materials or permanently delete the agenda if provided by email.
- (8) Only the Board Chair or Board Vice-Chair may retain the Closed Meeting agenda cover to review the Board meeting minutes and dispose of the agenda in accordance to subsection (7) of this Bylaw after the review.
- (9) While in a Closed Meeting, the Board may authorize the release of information considered or decisions made in the Closed Meeting or in a previous Closed Meeting upon adoption of a Resolution “That the following recommendation be moved to the Open Meeting: [*Insert Closed Meeting Recommendation*]”.
- (10) No Director shall disclose to the public the proceedings of a Closed Meeting, unless a Resolution has been passed to release proceedings to the public.
- (11) Information received and/or discussed at a Closed Meeting may be shared with a municipal council only when authorized by a Board Resolution, and only with agreement from the municipality to receive that information in a Closed Meeting of the municipal council. A Board Resolution is required each time new business is introduced to the Board.
- (12) Information received and/or discussed at a Closed Meeting may be shared with other external parties only when authorized by a Board Resolution, and only where a valid non-disclosure agreement (or other agreement with confidentiality provisions) is in place with that party.
- (13) Committee and Commissions are not permitted to move resolutions from a Closed Meeting to an Open Meeting. Closed Meeting minutes must be received by the Board.
- (14) Information protected under the *Freedom of Information and Protection of Privacy Act* will not be released at any time.

- (15) Minutes of a Closed Meeting shall be kept in the same manner as a Regular Meeting, but shall not be filed with the minutes of Regular Meetings.
- (16) Following a general local election or by-election, newly elected Directors should not be permitted to attend Closed Meetings, or receive Closed Meeting agendas and materials until such time as they have been officially sworn in and taken office as Directors.

Electronic participation meetings

- 17** (1) Subject to Section 221 [*Electronic meetings and participation by members*] of the Act and the *Regional Districts Electronic Meetings Regulation*, BC Reg 271/2005, and amendments thereto:
- (a) a Special Meeting may be conducted by means of Electronic Meeting or Electronic Participation;
 - (b) a Member who is unable to attend any Meeting can Electronically Participate;
- (2) Members who participate in a Meeting referred to in subsection (1) are deemed to be present at the meeting.
- (3) The Chair shall ask the Members during Electronic Participation or an Electronic Meeting the following for each Motion:
- (a) if there is discussion on the Motion;
 - (b) that the Members have heard and understood the discussion; and
 - (c) the Members to indicate if they are opposed to the Motion. In the case a vote is close, the Chair shall ask each Member if they are in favour of or opposed to the Motion.
- (4) A member participating by audio must indicate their vote verbally.
- (5) If communication is lost to one or more Members or the Meeting Coordinator during Electronic Participation or an Electronic Meeting:
- (a) on the first occasion available, a 5-minute Recess will be called by the Chair to try to re-establish the link(s);
 - (b) if, after the Recess, a link cannot be re-established, the Member affected will be deemed to have left the meeting;
 - (c) if, after a link is re-established, there is a subsequent loss of communication, no further attempts will be made to re-establish the link and the Member affected will be deemed to have left the meeting;
 - (d) if, after the Recess, a link cannot be re-established and there is not a Quorum of Members present, the Chair will deem the meeting adjourned.
 - (e) if, after the Recess, a link cannot be re-established with the Meeting Coordinator, the Chair will deem the meeting adjourned.

- (6) The Electronic Meeting or Electronic Participation must be conducted in such a manner that enables the Members to hear, or hear and watch, each other.
- (7) The Electronic Meeting or Electronic Participation must enable the public to hear, or watch and hear, except for the Closed Meeting, the Meeting at the specified place, and a designated RDCK officer must be in attendance.
- (8) The Chair must be physically present at the Meetings if Members are at the Meeting location. If all Members are participating in an Electronic Meeting the Chair may join remotely. Section 17 (8) of this Bylaw applies to the Vice-Chair in the absence of the Chair.
- (9) In the event of an equipment failure or other occurrence which prevents or limits an Electronic Meeting or Electronic Participation, the Meeting will not be adjourned unless in accordance with subsection (5) of this Bylaw. Participation electronically in Meetings may be restricted by the capacity or dependability of the equipment employed.
- (10) When a conflict of interest is declared in accordance with Section 46 of this Bylaw and Members are participating electronically, the Chair must give direction to the Member, who declares a conflict of interest, to do the following:
 - (a) disconnect from the Meeting;
 - (b) wait for a message to rejoin the Meeting from staff or the Chair;
 - (c) reconnect to the Meeting; and
 - (d) indicate to the Chair the Member has rejoined the Meeting.
- (11) The technology used for Electronic Meetings or Electronic Participation must have the capabilities to close the meeting to the public and maintain confidentiality of the Members during a Closed Meeting.
- (12) Members participating electronically in a Closed Meeting should have the camera on at all times, unless the equipment has limitations, and be in a closed room unaccompanied by persons not permitted in the Closed Meeting.

Attendance of public at meetings

- 18**
- (1) Except where provisions of the Act and Charter apply, all Meetings must be open to the public.
 - (2) This section applies to all Meetings of bodies referred to in the Charter, including, without limitation:
 - (a) Standing and Select Committees;
 - (b) Boards of Variance;
 - (c) parcel tax roll review panels;
 - (d) Advisory Committees, Commissions, or other advisory bodies established by the Board under the Act or any other legislation.

- (3) Members of the public and media shall be given an opportunity to ask questions of the Board during public time, as set on the Meeting agenda. This time is expressly devoted to questions only.
- (4) Despite subsection (1), the Chair may expel or exclude from a Meeting, a person in accordance with Section 16 (1) of this Bylaw and Section 133 [*Expulsion from meetings*] of the Charter.

Recording the Board Meeting

- 19**
- (1) All Board Meetings shall be recorded in accordance with the RDCK's Recording Meetings Policy.
 - (2) The RDCK reserves the right to remove content from a Board Meeting recording prior to posting if there are statements made at the meeting which may be considered:
 - (a) false or misleading communication which damages the reputation of another individual or organization;
 - (b) an infringement on copyright ;
 - (c) to breach the privacy of an individual or result in the unauthorized disclosure of the personal information of an individual;
 - (d) to be defamatory in nature;
 - (e) to constitute discrimination on grounds protected under the BC Human Rights Act ;
 - (f) to constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate; or
 - (g) disclose confidential or privileged information.
 - (3) The Chair has the discretion and authority to direct the termination or interruption of the recording of an Open Meeting if they consider it prudent or advisable to do so and such direction will only be given in exceptional circumstances.

PART 4: QUORUM FOR BOARD MEETINGS

- 20**
- (1) The Quorum for the Board is a majority of the Members of the Board.
 - (2) As soon after the time specified for a Board meeting, if a Quorum is present, the Chair, if present, must take the chair and call the Board meeting to order; however, where the Chair is absent, the Vice-Chair must take the chair and call such meeting to order.
 - (3) If a Quorum of the Board is present but the Chair or the Vice-Chair do not attend within fifteen (15) minutes of the scheduled time for a Board meeting:
 - (a) the Chief Administrative Officer or Corporate Officer must call to order the Members present; and
 - (b) the Members present must choose a Member to preside at the meeting as Acting

Chair until the arrival of the Chair or Vice-Chair. The Acting Chair will have all the powers and be subject to the same rules as the Chair.

- (4) If there is no Quorum of the Board present within thirty (30) minutes of the scheduled time for a Board meeting, the Chief Administrative Officer or Corporate Officer must:
 - (a) record the names of the Members present; and
 - (b) Postpone the meeting until the next scheduled meeting.

PART 5: MEETING PROCEDURES FOR THE BOARD

Agendas – Regular Meetings

- 21** (1) The deadline for submissions of items to the Meeting Coordinator for inclusion on the Board Meeting agenda by the public and Directors is ten (10) days prior to the meeting date.
- (2) Any Director wishing to place an item on the agenda for consideration by the Board shall notify the Meeting Coordinator and the Chair in writing prior to completion of the agenda and in accordance with subsection (1) of this Bylaw. The Meeting Coordinator shall then place the item on the agenda, under the applicable heading with the Director's name beside it to indicate that the Director will speak to the item at the meeting.
- (3) The Meeting Coordinator shall prepare an agenda for each Meeting of the Board.
- (4) The Executive Committee and the Chief Administrative Officer will review external correspondence to the Board and determine suitability for including within the Board agenda.
- (5) The Executive Committee will review, edit and approve the agenda for each meeting of the Board prior to the agenda's publication.
- (6) The agenda will be finalized seven (7) days prior to the actual meeting date.
- (7) At least seven (7) days before a Regular Meeting, the Meeting Coordinator will send out the Closed and Open Meeting agendas along with supporting documents electronically to all Directors, and will send out the Open Meeting agenda to Alternate Directors.
- (8) Addenda materials, pertinent to matters on the agenda but not contained within the Regular Board agenda, shall be approved by the Chair in advance of circulation. The Addenda shall be sent electronically to all Directors the evening prior to the Regular Meeting.
- (9) Paper copies of the agendas and all supporting documents shall be available at the

Meeting location unless equipment is installed at the Meeting location to view the documents electronically.

- (10) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced under the appropriate section of the agenda.
- (11) Appointed Alternate Directors shall not receive any agendas until they have been officially sworn in by declaration.

Late agenda items

- 22** (1) Items may be added to the late agenda by staff or Directors upon approval of the Chair only if the item is time sensitive and cannot practically wait until the next Regular Meeting.
- (2) An item not included on the agenda or addenda shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda, by way of a Resolution carried by a 2/3 Majority Vote of the Directors present.
- (3) Information pertaining to late items for consideration at a Board meeting shall be distributed to the Directors at the commencement of the meeting or as soon thereafter as practical and possible.
- (4) In many cases it will be prudent to recognize the late item as a “Notice of Motion” for placement on a future meeting agenda. This will afford staff the appropriate time to source relevant materials, gather information, conduct research and prepare reports to facilitate the Board’s discussion and consideration of the matter.

Call to Order—see Quorum

Order of Business

- 23** (1) Unless otherwise determined by the Executive Committee or Resolution of the Board, the order of business for all Regular Meetings shall be as follows:
 - 1. Call To Order & Welcome
 - 1.1 Traditional Lands Acknowledgement Statement
 - 1.2 Adoption of the Agenda
 - 1.3 Adoption of the Minutes
 - 1.4 Introductions
 - 1.5 Delegation(s)
 - 2. Business Arising out of the Minutes
 - 3. Committees and Commissions
 - 3.1 With Recommendations
 - 3.2 Membership/Appointments

4. Correspondence
5. Bylaws
6. New Business (includes RDCK Services, Grants & CAO/Chair Reports)
7. Public Time
8. Rural Affairs Committee
9. Directors' Motions (if required)
10. Consent Agenda
 - 10.1 For Information: Committee and Commissions
 - 10.2 Communication
 - 10.3 Accounts Payable
 - 10.4 Directors' Reports
11. Closed Meeting
12. Matters Arising from Closed Meeting
13. Adjournment

If there is no business for an agenda item, the item can be removed for that Meeting.

- (2) The traditional lands acknowledgement statement will adhere to specific wording approved by the RDCK Board and is to be included on all Meetings agendas.
- (3) Correspondence items will be added to the agenda without a recommendation. Directors can put forward a motion at the Meeting or email staff requesting a motion be added to the next month's agenda under Directors' Motions.
- (4) As close to the hour of 11:30 a.m. as possible, fifteen (15) minutes will be reserved for members of the public and media in attendance to ask questions of the Board. The Chair has the discretion to extend public time to a maximum of thirty (30) minutes.
- (5) Except when a vote is pending, the Chair may call a Recess at any time during a Meeting and may stipulate that the Meeting will reconvene after a specific period of Recess, at a specific time, or at the call of the Chair. A Meeting which has been adjourned may be reconvened on another day without written notice if the details of reconvention were stipulated at the time of adjournment. When reconvened the Chair will advise the Board of the next item of business.

Minutes

- 24** (1) Minutes of Board Meetings and Committee Meetings must be kept in accordance with Section 223 [*Minutes of board Meetings and committee meetings*] of the Act, the designated officer is the Corporate Officer.
- (2) The Meeting Coordinator shall ensure that a copy of the minutes of every Meeting of the Board is distributed to each Member prior to the Meeting at which they are proposed to be adopted. Wherever possible, the minutes shall be adopted at the next Regular Meeting of the Board.
- (3) The minutes of the proceedings of the Regional Board must be open for public inspection

at the RDCK during the regular office hours, unless provisions of Section 90 [*Meeting that may or must be closed to the public*] of the Charter apply.

Resolutions

- 25**
- (1) A Resolution must be made and seconded before being debated or finally put by the Chair.
 - (2) At the direction of the Chair, any Motion may be submitted to the Meeting Coordinator in writing by the Member making such Motion.
 - (3) Every Motion shall be recorded in the minutes.
 - (4) The name of the mover and seconder are not recorded in the minutes.

PART 6: DELEGATIONS & PRESENTATIONS

General provisions

- 26**
- (1) The Executive Committee will review Delegation requests for conformance with RDCK policy and approve or deny these requests on behalf of the Board. In the case of Committees or Commissions, the Committee or Commission Chair will review Delegation requests for conformance with RDCK policy and approve or deny Delegation requests on behalf of the Committee or Commission.
 - (2) The scheduling of Delegations shall be at the discretion of the Executive Committee, or as may be applicable, the Committee or Commission Chair.
 - (3) In the event the Executive Committee or Chair deny a request to appear as Delegation, the name of the delegate, the reason for the delegation and the reasons for denying the request will be provided in writing to the Board or, as may be applicable, the Committee or Commission, within two (2) calendar days.
 - (4) The Board, Committee or Commission may, by Majority Vote, supersede a decision of the Executive Committee or as may be applicable the Committee or Commission Chair, approving or denying a Delegation request.
 - (5) The Board, Committee or Commission may, by Majority Vote, request a specific group or individual to appear as delegation.
 - (6) The Meeting Coordinator shall, within a reasonable amount of time prior to the Meeting, notify the Delegation of the date, time and place of the Meeting at which the Delegation is scheduled to appear, and shall include the Delegation on the Meeting agenda along with any accompanying materials.
 - (7) The Board must not permit a Delegation to address a Meeting of the Board regarding

Board consideration of a bylaw for which a public hearing will be held or has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

- (8) Upon approval to entertain a Delegation, a copy of the full presentation and any accompanying materials must be provided to the Meeting Coordinator at least ten (10) days prior to the Meeting at which the Delegation is to appear. The presentation and materials will be included in the Meeting agenda.
- (9) Each Delegation shall be limited to a maximum time of ten (10) minutes to make a presentation and a maximum of ten (10) minutes to answer questions of the Board, Committee or Commission unless the time limits have been altered by the Executive Committee or Chair, or by a 2/3 vote of Members at the Meeting. The total time per meeting for delegations will not exceed one hour.
- (10) A maximum of two delegations may be scheduled per Meeting.
- (11) The Board, Committee or Commission will not consider a motion related to a delegation at the same meeting as a delegation was received at, unless there is timely RDCK business requirement to do so and/or the delegation relates to business already included on the meeting agenda.

Late or Emergency delegations

- 27** A request to appear as a Delegation before a Board, Committee or Commission respecting an emergency or time-sensitive matter may be approved by the Chair, subject to Section 26 (4) of this Bylaw.

PART 7: KEEPING ORDER

Rules of order

- 28** Where there is an inconsistency between this Bylaw, the Act and/or the Charter, Provincial legislation shall apply over the rule in question.

Chair and Presiding Officers

- 29**
- (1) The Chair, if present, shall preside at the Meetings.
 - (2) The Vice-Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
 - (3) For Board, in the event that neither the Chair nor the Vice-Chair is able to attend the meeting, the presiding officer shall take the chair and the Board shall elect an Acting Chair for that meeting.

- (4) The Chair shall preserve order and decorum and shall rule on all points of order, stating their reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.
- (5) For Committees without a Vice-Chair, the Board Chair, presiding officer or RDCK manager present shall take the chair and call the Directors to order. If a Quorum is present the Directors shall elect an Acting Chair who shall preside during the meeting until the arrival of the Chair. The person appointed as Acting Chair has all the authority and is subject to the same rules as the Chair.
- (6) For Committees with a Vice-Chair, if the Committee has been previously advised of the Chair's absence the Vice-Chair shall take the Chair and call the Directors to order. If the Chair is absent without notice, within fifteen (15) minutes after the time appointed for the Meeting, the Vice-Chair shall take the Chair and call the Directors to order.
- (7) For Commissions, the Chair will be appointed according to the Commission bylaw.

Points of Order

- 30**
- (1) The Chair shall preserve order and decide all points of order which may arise, subject to an appeal.
 - (2) When the Chair is required to decide a Point of Order:
 - (a) the Chair shall suspend debate on the matter currently before the Meeting;
 - (b) the person raising the Point of Order shall define the procedural matter under which the Point of Order has been raised;
 - (c) the Chair shall determine whether the Point of Order is sustained or overruled and must cite the applicable rule or authority if requested by another Member;
 - (d) another Member shall not question or comment on the rule or authority cited by the Chair;
 - (e) if the Point of Order is overruled, the debate resumes on the matter previously suspended;
 - (f) if the Point of Order is sustained, the Chair directs the appropriate corrective actions;
 - (g) the Meeting Coordinator will record in the minutes a brief description of the reason and Chair's decision.

Appeal

- 31**
- (1) In accordance with Section 132 [*Authority of presiding member*] of the Charter, a decision of the Chair made under Section 30 (2) of this Bylaw may be appealed by a Member and on an appeal by a Member, the Question as to whether the Chair is to be sustained must be immediately put by the Chair and decided without debate and the Chair shall be governed by the vote of the majority of the Members then present excluding the Chair.

- (2) In the event of the votes being equal, the Question on an appeal shall be declared in the affirmative.
- (3) The names of the Members who voted contrary to the outcome of the Question on an appeal shall be recorded in the minutes.
- (4) If the Chair refuses to put the Question under subsection (1), the Board, Committee or Commission shall immediately appoint a Member to preside temporarily and the Member temporarily appointed shall proceed in accordance with subsections (1) to (5).
- (5) Any Resolution or Motion carried under the circumstances mentioned in subsection (4) of this Bylaw is as binding as if carried out with the Chair presiding.

PART 8: DEBATE AND CONDUCT

- 32**
- (1) The Chair is responsible for preserving order at Meetings and for ensuring that Questions are decided with the benefit of fair debate and in accordance with procedural and other rules. On matters of procedure the Chair shall remain impartial.
 - (2) No Member shall speak until recognized by the Chair.
 - (3) Members shall address the Chair as “Chair _____” and shall refer to each other as “Director _____”.
 - (4) No Member shall interrupt another Member who is speaking, except to raise a point of order.
 - (5) Members speaking at a Meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must not interrupt discussion to request to be added to the speakers list;
 - (d) must speak only in connection with the matter being debated;
 - (e) must not speak outside the Motion or reflect upon any vote except for the purpose of moving that such vote be reconsidered;
 - (f) must not leave their seats or make any noise or disturbance while a vote is being taken and until the result is declared; and
 - (g) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board, Committee or Commission in connection with the rules and points of order.
 - (6) If more than one Member speaks the Chair must call on the Member, who, in the Chair’s opinion, spoke first.
 - (7) The order of debate on a Motion will be determined by the Chair and those Members

waiting to speak shall be placed into a queue. Members wishing to participate in the debate may do so by raising their hand or add their name using the meeting software. The Mover and seconder of a Motion, or of an amending Motion, shall be entitled to speak ahead of other Members.

- (8) No Member shall speak on any Motion for longer than two (2) minutes without leave of the Chair.
- (9) Members are encouraged to speak succinctly and to not repeat information that has already been heard.
- (10) Where practical, all Members will be given the opportunity to speak once on a matter before a Member is recognized a second time.
- (11) No Member shall speak more than once to the same Motion, without leave of the Chair, except in explanation of the material part of his/her speech.
- (12) A Member who has made a substantive Motion may reply to the debate.
- (13) A Member who has moved an amendment on the previous Motion may reply to the debate.
- (14) Members who are called to order by the Chair:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal to the Board, Committee or Commission for its decision on the Point of Order.
- (15) Where there is a Motion under debate a Member shall not speak other than on that Motion under debate and the matters relating to that Motion.
- (16) Any Member may require the Motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- (17) If, during debate on a Motion, a Motion to Refer or Postpone that Motion is put while there remain Members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such Motion of Referral or Postponement until those on the list of speakers for the first Motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the Motion to Refer or Postpone and, receiving an affirmative response, shall call the Question on such Motion.
- (18) At any time during debate on a Motion, a Director may move "That the vote on the Motion be called" and that Motion shall be decided without amendment or debate. If the Motion "That the vote on the Motion be called" is adopted by at least two thirds of the votes cast, the Motion consequent thereon shall be immediately called and voted upon without further debate or amendment.

- (19) If the Chair desires to leave the Meeting, they shall call on the Vice-Chair to take their place until they return to the Meeting.
- (20) Members of the public attending a Meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must not disturb or make noise during a Meeting; and
 - (c) must address the Board, Commission or Committee only when called upon by the Chair to do so;

Privilege

33 A matter of privilege includes reference to any of the following Motions:

- (a) to fix the time to adjourn;
- (b) to adjourn;
- (c) to Recess;
- (d) to raise a Point of Privilege of the Regional Board; and
- (e) to raise a Point of Privilege of a Member of the Regional Board.

PART 9: MOTIONS

- 34**
- (1) Motions shall be phrased in a clear and concise manner.
 - (2) A Motion shall be made and seconded before being debated and voted on. The provisions outlined in Section 25 (4) of this Bylaw apply.
 - (3) Any Member may move a Motion unless the Member would not be entitled to vote on the Motion. Any Director may second a Motion.
 - (4) A Motion that has been seconded may be read by the presiding officer or Meeting Coordinator, before debate, at the request of any Member.
 - (5) The Chair may make or second Motions.
 - (6) The Mover of a Motion shall be the first person entitled to speak to the matter during debate.
 - (7) When a Motion is under consideration, no Motion shall be received unless to:
 - (a) Refer it;
 - (b) amend it;
 - (d) Postpone it to later in the Meeting, or
 - (d) “call the Question” (end debate and vote on the Motion).

- (8) The following Motions are neither amendable nor debatable:
 - (a) to Table the main Motion
 - (b) to Postpone the main Motion, either indefinitely or to a specified time;
 - (c) to move the previous Question; or
 - (d) to adjourn.
- (9) The Board, Committee or Commission must vote separately on each distinct part of a Motion that is under consideration at the Meeting if so requested by a Member.
- (10) A Motion that deals with a matter that is not on the agenda of the Meeting at which the Motion is introduced may be introduced with a 2/3 Majority Vote.
- (11) When the Chair is of the opinion that a Motion put before the Board, Committee or Commission is contrary to the rules they shall apprise the Members thereof immediately before putting the Motion thereon, and shall cite the rule or authority applicable to the case without argument or comment, subject to an appeal by a Member pursuant to Section 31 of this Bylaw.
- (12) Subject to the *Interpretation Act*, Motions shall come into effect upon adoption unless a later date or time is specified in the Resolution.
- (13) A Motion to adjourn the proceedings shall always be in order provided that no other Motion is pending.
- (14) Provisions from Section 40 of this Bylaw apply for notice of motion.
- (15) At the request of any Member, the Chair may rule that consideration of any Motion introduced as new business must be Postponed until the next Meeting.

Amendments

- 35** (1) A Member may, without notice, move to amend a Motion that is under debate provided the amendment is relevant to the main Motion and does not materially change its purpose.
- (2) An amendment may propose removing, substituting for, or adding to the words of the original Motion.
- (3) A proposed amendment must be produced in writing by the Mover if requested by the Chair.
- (4) Every amendment submitted shall be voted upon or withdrawn before the main Motion is put to a vote.
- (5) An amendment may be amended only once, and an amendment once defeated by a vote cannot be proposed a second time.
- (6) A Member may propose an amendment to an adopted amendment.

- (7) Amendments to Motions shall be voted on in the reverse order to that in which they are moved.
- (8) If the amendment to a Motion is:
 - (a) Carried, the previous Motion is then voted on as amended; or
 - (b) Defeated, the previous Motion is again before the Members.
- (9) A Motion to Refer the subject matter to a Committee or Commission, until it is decided, shall preclude all amendment(s) of the main Motion.
- (10) A Question of Referral, until it is decided, shall preclude all amendments to the main Motion.
- (11) Amendments shall be allowed to the main Motion, but only one amendment shall be allowed to an amendment.

Amending Past Motions

- 36** An amendment to a Resolution previously adopted by the Board shall be subject to the same procedural rules in Section 35 of this Bylaw except that, if the amendment is approved, there shall be no vote on the Resolution as amended.

Referral or postponement

- 37** A Motion to Refer or Postpone, until it is decided, shall take precedence over the main Motion and Motions to amend the main Motion.

Withdrawal

- 38**
 - (1) The Mover of a Motion “owns” it before the Chair states it. To withdraw a Motion, the Member must state: “I ask permission to withdraw a Motion.”
 - (2) After the Motion has been stated by the Chair, the Board, Committee or Commission “owns” it. However, if there is no objection from the Board, Committee or Commission, a Motion or an amendment may be withdrawn by the Mover at any time before a vote on the Motion or amendment is taken. Motions or amendments that were withdrawn shall not be entered in the minutes.
 - (3) If a Member of the Board, Committee or Commission objects to the request to withdraw, the Chair can put the Question to a vote as a “Question to Withdraw the Motion.”
 - (4) A request to withdraw a Motion, in accordance with subsection (3):
 - (a) can interrupt a speaker who has the floor if immediate attention is required;

- (b) does not need to be seconded unless formally proposed by the Member making the request;
 - (c) is not debatable;
 - (d) cannot be amended; and
 - (e) requires a Majority Vote.
- (5) A Motion which has been withdrawn may be re-introduced at the same meeting only by a different Member.

Chair determines contrary to rules

- 39** When the Chair is of the opinion that a Motion put before the Board, Committee or Commission is contrary to the rules of the Board, Committee or Commission, the Chair shall declare the Motion to be not in order and cite the rule or authority applicable in the circumstances, subject to an appeal by a Member pursuant to Section 31 of this Bylaw.

PART 10: NOTICE OF MOTION

- 40** (1) Any Director desiring to bring any new matter before the Board, Committee or Commission other than a Point of Order or of privilege, shall do so by way of Motion; provided however, that any new matter of major importance, which may require further information than could or would normally be available to the Board, Committee or Commission at such Meeting, may be required by the Chair or a Director to be made as a notice of Motion and shall be dealt with as provided under subsection (2).
- (2) Any Director may give notice of a Motion to the Board, Committee or Commission by:
- (a) providing the presiding officer or Meeting Coordinator with a written copy of such Motion during a Meeting and the Meeting Coordinator shall, upon the Director being acknowledged by the Chair and the notice of Motion being read to the Meeting, include it in the minutes of that Meeting as notice of Motion and shall add the Motion to the agenda of the next Regular Meeting of the Board, or to the agenda of a Special Meeting scheduled for that purpose; or
 - (b) providing the presiding officer or Meeting Coordinator with a written copy of such Motion, no later than nine (9) days prior to the scheduled Meeting, and the Meeting Coordinator shall add the Motion to the agenda for said Meeting.

PART 11: RECONSIDERATION

- 41** (1) In addition to the authority of the Chair to return a matter for reconsideration pursuant to Section 217 [*Chair may require board reconsideration of at matter*] of the Act a Director may, unless otherwise prohibited, propose that a Motion which has been previously decided be reconsidered.

- (2) After a vote has been taken on any Motion, except one of tabling or postponing a subject, a Member who voted in the majority may move a reconsideration of the Motion at the same or the next Regular or Special Meeting of the Board. If reconsideration is proposed to take place at the next Regular or Special Meeting of the Board a Member shall provide a motion to the Meeting Coordinator nine (9) days prior to the Meeting to be added to the Board agenda. If a Member does not meet the required timeline the procedures outlined in Section 22 of this bylaw apply.
- (3) Despite subsection (2), a Member who is absent from a Meeting at which a vote was taken on a Motion, except one of tabling or postponing a matter, may move reconsideration of the Motion at either the next Regular or Special Meeting of the Board. If reconsideration is proposed to take place at the next Regular or Special Meeting of the Board a Member shall provide a motion to the Meeting Coordinator nine (9) days prior to the Meeting to be added to the Board agenda. If a Member does not meet the required timeline the procedures outlined in Section 22 of this bylaw apply.
- (4) A Motion to reconsider requires 2/3 of the votes cast to pass. If the Motion to reconsider is successful, the matter shall be put before the Board for reconsideration and may be dealt with by the Board by a Majority Vote.
- (5) The Board shall not reconsider any Resolution that:
 - (a) has been acted upon by any officer or employee of the RDCK;
 - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - (c) has been reconsidered under Section 217 [*Chair may require board reconsideration of at matter*] of the Act or subsection (2).
- (6) After a Resolution has been reconsidered, it shall not be reintroduced for a period of six (6) months except by unanimous consent of all Directors.
- (7) The conditions that applied to the adoption of the original bylaw, Resolution or proceeding apply to its rejection under this section.

PART 12: VOTING

- 42**
- (1) Voting on Questions, Resolutions and bylaws are governed by the Act.
 - (2) The Chair participates in all voting unless the vote is on the Question “Shall the Chair be sustained?”

Voting Procedure

- 43**
- (1) Voting shall be done by a show of hands from those Members in favour of the Motion,

followed by a show of hands from those opposed to the Motion. The Chair may poll the Members if a show of hands is inconclusive. No voting by ballot or other secret method will be permitted, except for elections, which will be conducted by secret ballot.

- (2) Members participating electronically in a Meeting must indicate their votes verbally, except in the case of elections.
- (3) A vote on any Motion may, at the discretion of the Chair, be taken by roll call.
- (4) When the Chair puts a matter to a vote, a Member must not:
 - (a) leave the room;
 - (b) make a noise or other disturbance;
 - (c) interrupt the voting procedure unless the interrupting Member is raising a Point of Order.
- (5) Prior to the calling of the vote, any Member may request that the Motion be read aloud. The vote on a Motion will be taken when the Chair is satisfied that its intent is clear to Members.
- (6) After the Chair finally puts a Question to a vote, a Member must not speak to the Question nor shall any other Motion be made until after the result is declared and the decision of the Chair as to whether the Question has been finally put is conclusive.
- (7) A vote on a Motion shall be deemed to be carried unanimously unless a Member or Members vote against the Motion. The Chair will state aloud that the vote is carried, carried unanimously or defeated.
- (8) As soon as the Chair has announced the results of the vote on a Question, any Member who voted in opposition may request to have his/her name be recorded in the minutes. A vote in opposition will not be recorded in the minutes unless a Member requests that it be done.
- (9) Any Member present who abstains from voting shall be deemed to have voted in the affirmative.
- (10) No Director may cast a vote in absentia.

Tie vote for a motion

- 44** In accordance with the Act, in all cases where the votes of the Members present and entitled to vote, including the vote of the Chair, are equal for and against a Motion, the Motion shall be declared in the negative, and it shall be the duty of the Chair to so declare.

Members attendance for vote

- 45** Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a Member has declared a conflict of interest.

Conflict of interest

- 46** (1) The provisions of this section shall apply to all Meetings.
- (2) A Member attending a Meeting must not participate in a discussion or vote on a matter where to do so would be contrary to Section 100 [*Disclosure of conflict*] of the Charter.
- (3) Where a Member considers that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the Member must declare this and state the general nature of why the Member considers this to be the case.
- (4) Where a Member considers that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the Member must:
- (a) not take part in the discussion of the matter and is not entitled to vote on any Motion in respect of the matter;
 - (b) immediately leave the Meeting or that part of the Meeting during which the matter is under consideration; and
 - (c) not attempt in any way, whether before, during, or after the Meeting, to influence the voting on any Motion in respect of the matter.
- (5) Where a Member declares that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the person presiding must ensure that the Member is not present at the Meeting of the time of any vote on the matter.
- (6) After a Member makes a “conflict of interest” declaration, the Meeting Coordinator shall record in the minutes of the Meeting the Member’s declaration, the reason(s) given for it, and the times of the Member’s departure from the Meeting room and, if applicable, of the Member’s return.

Special voting on urgent matters

- 47** Provisions from the *Regional District Special Voting Regulations, BC Reg.17/98*, and Amendments, apply to the RDCK for special voting on urgent matters.

PART 13: BYLAWS

- 48** Bylaws shall be read and adopted in accordance with the Act.

Copies of proposed bylaws to Directors

- 49** (1) A proposed bylaw may be introduced at a Board Meeting only if a paper or electronic copy of it has been made available to each Director prior to the Meeting.

- (2) A Committee or Commission may put forward a Motion to endorse, develop, amend or repeal a bylaw but only the Board can give three readings and adopt the bylaw.

Introducing, reading and adopting bylaws

- 50 (1) Every proposed bylaw shall be introduced by Motion.
- (2) A bylaw shall be deemed to be read when its title and bylaw number are stated.
- (3) Every proposed bylaw must be given first, second and third reading before it is adopted.
- (4) Every reading on a proposed bylaw must be by Resolution; however, a Resolution can include more than one reading of a proposed bylaw.
- (5) A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.
- (6) Section 228 [*Bylaw adoption at same meeting as third reading*] of the Act, a bylaw that does not require approval, consent or assent under the Charter or Act before it is adopted, may be adopted at the same Meeting at which it passes third reading if the Motion for adoption receives at least 2/3 of the votes cast.
- (7) Unless the holding of a public hearing is waived in accordance with Section 464 [*Requirement for public hearing before adopting bylaw*] of the Act, the Board must not give third reading to a community plan bylaw, rural land use bylaw or zoning bylaw without holding a public hearing on the bylaw. The public hearing must be held after second reading of the bylaw and before third reading of the bylaw.
- (8) In accordance with Section 477(6) [*Adoption procedures for official community plan*] of the Act, the Board may adopt a proposed official community plan or zoning bylaw at the same Meeting at which the plan or bylaw passed third reading.
- (9) As provided in the Charter, the Board must not vote on the reading or adoption of a bylaw when its Meeting is closed to the public.
- (10) An amendment bylaw may not be amended after its adoption.
- (11) The Corporate Officer may make minor corrections to bylaws at third reading and to adopted bylaws, including, but is not limited to, spelling mistakes and sequential numbering errors.

Certification and storage

- 51 (1) After a bylaw is adopted and signed by the Corporate Officer and the Chair of the Meeting at which it was adopted, the Corporate Officer must have it placed in the RDCK’s records for safekeeping and affix:

- (a) the RDCK's corporate seal; and
 - (b) the dates of its readings, adoption and any required approvals that have been obtained.
- (2) After their adoption by the Board, all bylaws shall be filed in their regular order.

PART 14: PETITIONS

- 52** (1) Every Petition presented to the Board, be it a Petition for Services or otherwise, shall include the name and residential address of each Petitioner along with any other information required under the Act or Charter.
- (2) In the case of a corporation being a Petitioner, the written authority given by the corporation to sign the Petition shall be produced.
- (3) If a deadline is set for receipt of a Petition by the RDCK, no name shall be added to the Petition and no name shall be withdrawn from the Petition after that deadline.
- (4) Once a Petition not initiated by the RDCK has been received by the RDCK, the Board shall receive it under communications for information on a Meeting agenda.

PART 15: COMMITTEES

Establishment of Committees

- 53** The provisions from Section 218 [*Appointment of select and standing committees*] of the Act apply.

Duties of Standing Committees

- 54** (1) Standing Committees must consider, inquire into, report, and make recommendations to the Board about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the Committee;
 - (b) matters that are assigned by the Regional Board;
 - (c) matters that are assigned by the Chair.
- (2) Standing Committees must report and make recommendations to the Board at all of the following times:
- (a) in accordance with the schedule of the Committee's Meetings;
 - (b) in matters that are assigned by the Chair:
 - (i) as required by the Chair, or
 - (ii) at the next Board Meeting if the Chair does not specify a time.

- (3) Standing Committee's establishing bylaws are to be approved by the Board.

Duties of Select Committees

- 55 (1) Select Committees must consider, inquire into, report, and make recommendations to the Board about the matters referred to the Committee by the Board.
- (2) Select Committees must report and make recommendations to the Board as specified by the Chair.
- (3) Each Select Committee shall have a Terms of Reference adopted by the Board.

Appointment of Directors to Committees

- 56 (1) The appointments to Standing and Select Committees is determined in accordance with Section 218 [*Appointment of Select and Standing Committees*] of the Act.
- (2) The election for Director appointments to internal and external committees or organizations will be conducted following the procedures set out in Section 8 of this Bylaw, excluding Section 8 (5), and Section 10.

Attendance at Committee Meetings

- 57 (1) Members of the Board who are not Members of a Committee may attend Meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee Members present, but may not vote.
- (2) Alternate Directors are authorized to serve on Committees of the Board in the absence of the Director, if authorized by the applicable Terms of Reference or bylaw. This does not apply to outside agencies where Directors are appointed at the request of the agency concerned.
- (3) Attendance at Meetings by the public and Delegations, as well as the structure and scheduling of Meetings shall be in keeping with the provisions of this Bylaw and current Board policies.

Chair

- 58 (1) The Committee at its first Meeting of each year shall elect the Chair for the year from among the Members of the Committee. In the year of a local government election, if the Members are Directors, the Committee will elect a Chair at the first Meeting after the election. The provisions outlined in Sections 8 and 10 of this Bylaw apply, with the Board Chair, presiding officer or RDCK Manager conducting the election.
- (2) The sub-regional Resource Recovery Chairs rotate the responsibility of chairing the Joint Resource Recovery Committee meetings.

Committee Reports and Minutes

- 59** (1) Minutes of the proceedings of all Committee Meetings must be legibly recorded and signed by the Chair or presiding Member of the Meeting.
- (2) Minutes of the Committee Meetings must be forwarded to the Corporate Officer or Board Meeting Coordinator.
- (3) Minutes of Standing Committee Meetings shall, whenever possible, be included in the agenda of the first Board Meeting following the Committee Meeting. This provision does not apply to minutes of a Meeting, or part of a Meeting, that from which members of the public were excluded.

Quorum

- 60** The Quorum in a Standing or Select Committee shall be a majority of the persons appointed to the Committee.

Voting at Meetings

- 61** (1) On a vote in a Committee each person shall have only one (1) vote unless otherwise specified in the Committee's bylaw or Terms of Reference that has been approved by the Board.
- (2) The Chair shall be an ex officio Member of all Select and Standing Committees and entitled to vote on all matters.

Operation

- 62** (1) No Committee will operate outside of its bylaw or Terms of Reference without prior approval of the Board.
- (2) All Committees are considered to be advisory in nature.
- (3) No Committee has the power to pledge the credit of the Board or commit the Board to any particular action.
- (4) No recommendation or decision of a Committee, except the election of a Committee Chair, shall be binding until it has been accepted and approved by the Board.

Schedule of Meetings

- 63** (1) At its first Meeting after its establishment, a Standing or Select Committee must establish a regular schedule of Meetings.

- (2) The Chair of a Committee may call a Meeting of the Committee in addition to the scheduled Meetings or may cancel a Meeting.

Procedures

- 64** The provisions of this Bylaw governing Meetings of the Board apply, with the necessary changes, to Standing and Select Committees. Other rules of procedure may be created by establishing a bylaw or Terms of Reference for a Committee, but the provisions of this Bylaw will prevail over any such rule of procedure if there is any conflict between them

PART 16: COMMISSIONS

Establishment of Commissions

- 65** The provisions from Section 263(1)(g) [*Corporate Powers*] of the Act apply.

Duties of Commissions

- 66** A Commission must operate within the authority delegated by the Board in that Commission's bylaw and provisions of this Bylaw if not identified in the Commission bylaw.

PART 17: MISCELLANEOUS PROVISIONS

Amendment to procedure

- 67** No provision of this Bylaw relating to the procedure of the Board may be altered unless notice of the proposed amendment is given in accordance with the Act.

Severability

- 68** If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.

Effective Date

- 69** This Bylaw shall come into full force and take effect on and after the date of the adoption thereof.

Repeal

70 “Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019”, and amendments thereto, are hereby repealed.

READ A FIRST TIME this 17th day of October, 2024.

READ A SECOND TIME this 17th day of October, 2024.

READ A THIRD TIME this 17th day of October, 2024.

ADOPTED this day of , 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



Board Report

Date of Report: November 22, 2024
Date & Type of Meeting: December 12, 2024
Author: Sadie Chezenko, Planner 1
Subject: BYLAW AMENDMENTS
File: Z2307I – TSL Developments Ltd.
Electoral Area/Municipality: I

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to consider adoption of proposed amendments to the Official Community Plan (OCP) Bylaw and Zoning Bylaw for the development of a place of worship at 2016 Highway 3A in Tarrys, Electoral Area 'I'. The proposed amendments are as follows:

- OCP Designation: From Comprehensive Development (CD) to Community Service (CS)
- Zoning Designation: From Comprehensive Development One (CD1) to Institutional (I)

Third reading of the bylaws was completed at the October 17th Board Meeting (Resolutions 581/24 and 582/24) and the Ministry of Transportation and Infrastructure has signed and approved the bylaws. Staff recommend that Amendment Bylaw No. 2931, 2024 and Amendment Bylaw No. 2932, 2024 being bylaws to amend Zoning Bylaw No. 1675, 2004 and Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 be adopted.

SECTION 2: BACKGROUND/ANALYSIS

GENERAL INFORMATION

Property Owner: TSL Developments Ltd., Inc. No. BC1085036 c/o Jordan Baer

Property Location: 2016 Highway 3A, Tarrys, Electoral Area I

Legal Description: THAT PART OF LOT 4 DISTRICT LOT 1239 KOOTENAY DISTRICT PLAN 857 LYING BETWEEN PLAN 857 AND RW PLAN 638D, EXCEPT THAT PART WHICH LIES EAST OF THE PRODUCTION NORTHERLY OF THE MORE WESTERLY PORTION OF THE WESTERN BOUNDARY OF THE SAID RIGHT OF WAY AT THIS POINT (PID: 016-735-242)

Property Size: 1.5 Hectares (3.8 Acres)

Current Zoning: Comprehensive Development (CD1)

Current Official Community Plan Designation: Comprehensive Development (CD)

SURROUNDING LAND USES

North: Country Residential I (R2I) / Residential land uses and Highway 3A

East: Country Residential I (R2I) / Residential land uses

South: Comprehensive Development (CD1) / Undeveloped

West: Country Residential I (R2I) / Residential land uses

Background and Site Context

The subject property is located in the community of Tarrys on the south side of Highway 3A approximately 100 metres east of the Tarrys Community Hall. The lot is 1.5 ha in size, and is the former site of the Tarrys

elementary school, which burned down in late 2005. A BC Transit bus stop is located near the northwest corner of the parcel.

Parcels to the north, east and west are designated and zoned Country Residential. The lot to the south is currently vacant and shares the same Comprehensive Development (CD) OCP designation and zoning as the subject property. At present, this flat site has various outdoor uses still connected to the former school site, including the basketball court, children's play area, and ball diamond space. An unauthorized and unoccupied modular building currently under a Stop Work Order (2021) also exists on the subject property. Servicing is by a groundwater well and on-site septic disposal.

On June 25, 2005, the Regional Board resolved to adopt Kootenay-Columbia Rivers OCP Amendment Bylaw No. 1733, 2005 and the RDCK Zoning Amendment Bylaw No. 1734, 2005 changing the respective designations from Institutional to CD to allow for a mixed-use development on the subject property and adjacent lots to the north and south intended to include a forest service 'Fire Attack Base' for lease by the Province, and a 17 site Recreation Vehicle park with accessory uses. This proposal was never developed.

In 2017, a land use application was submitted related to a property purchase subject to a successful OCP amendment and rezoning approval from CD to Light Industrial (M1) for the purposes of "sales, rental and servicing of motor vehicles and equipment". The purchaser was proposing to operate a business offering retail and repair of outdoor power products on the subject property and on the adjacent lot to the south. At the July 19, 2018 Open Board meeting the related amending bylaws for this application were brought forward for consideration, and the Regional Board resolved "that no further action be taken".

The unauthorized modular building (see Figures 4 and 5) was placed on the subject site by a previous owner without any RDCK building permit approvals. A Stop Work Order was issued in August, 2021 to the new owner and current applicant of this bylaw(s) amendment application to ensure a building permit application was processed to address the use and occupancy class of the existing portable modular structure. To address the above situation the current owner applied initially for a Temporary Use Permit (TUP) in 2021 to remedy the above building infraction, however, withdrew the TUP application opting to submit a full bylaw amendment application for a place of worship to better meet the long term intent of the development of this property.



Figure 1: Overview Map

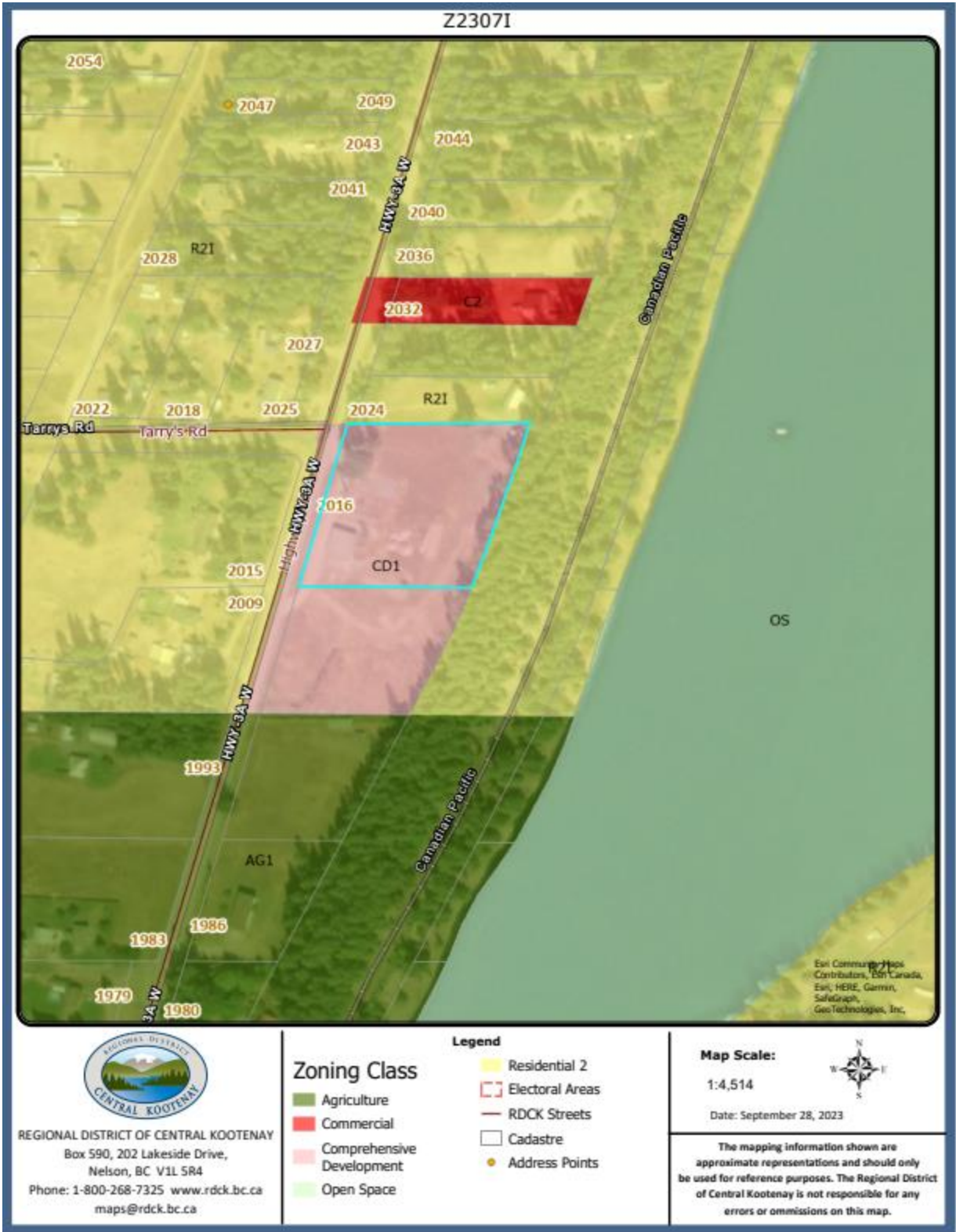


Figure 2: Zoning Map

Development Proposal

The purpose of this application is to change the OCP land use designation from Comprehensive Development (CD) to Community Services (CS), and to rezone the subject property from Comprehensive Development One (CD1) to Institutional (I). The applicant seeks these bylaw amendments to facilitate the construction of a place of worship and related accessory uses on the subject property. The applicant has stated that the subject property would be used as, a “church for Sunday services, associated gatherings, and teaching programs”.

The proposal includes the relocation and revitalization of the existing unauthorized modular building (approximately 278.7 m² / 3,000 ft² in size) currently under a Stop Work Order. In addition, the applicant intends to restore the play area, basketball court, and baseball field to a useable condition. The site plan (Figure 3) shows a future modular building addition (approximately 230 m² / 2,476 ft² in size), 50 surface vehicle parking spaces (including snow storage), which would accommodate the future expansion with vegetative screening to buffer the parking lot from the adjacent Highway 3A corridor.

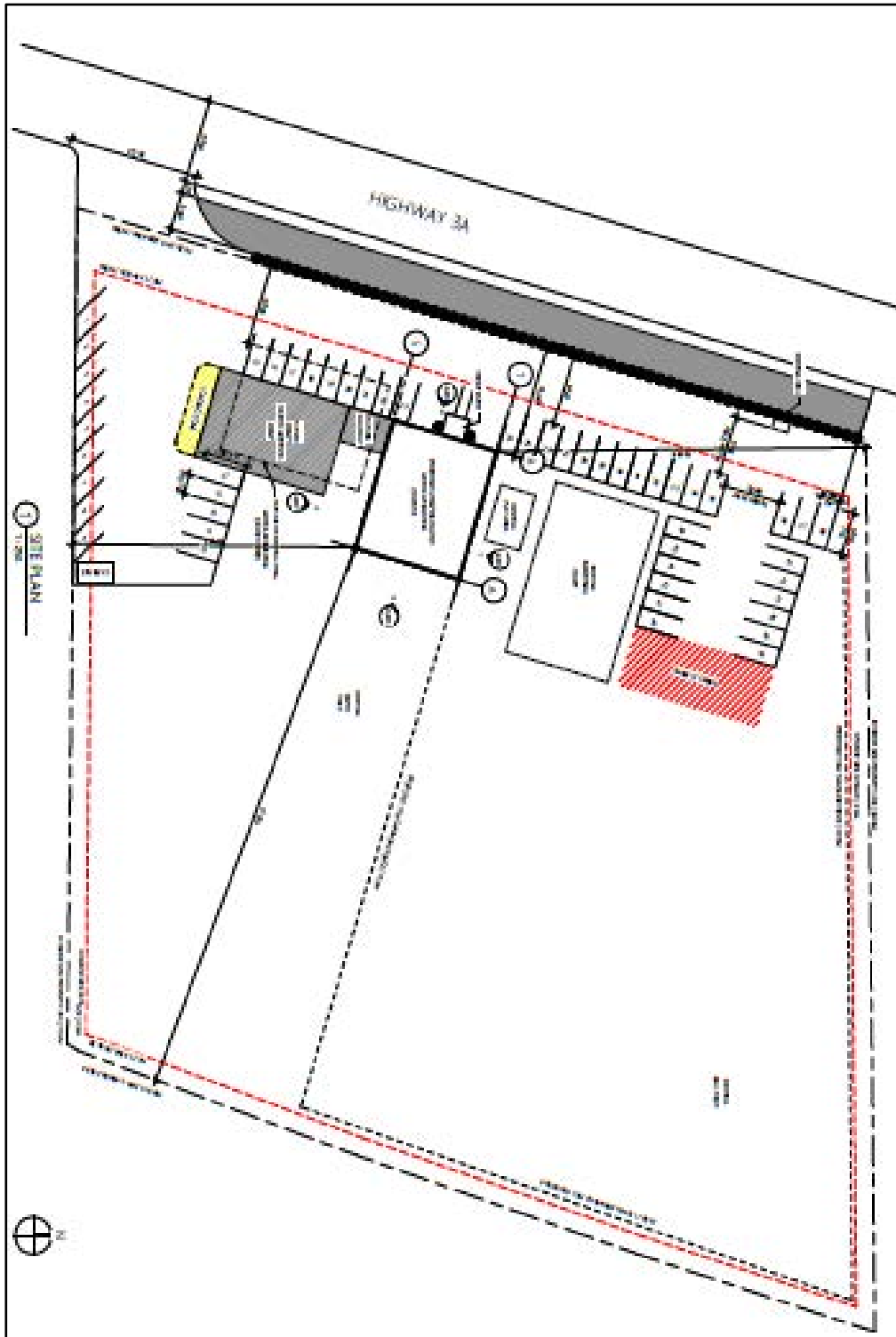


Figure 3: Site Plan



Figure 4: View of Subject Property facing South



Figure 5: View of Subject Property from Eastern Portion of Lot

Planning Policy

Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996

3.11 Comprehensive Development Policies:

3.11.1 The Regional District supports development proposals involving a variety of land uses provided that the development is adequately planned and includes measures to mitigate impacts on adjacent landowners

3.11.2 For purposes of this Plan, comprehensive development includes development proposals involving more than one of the following land uses; commercial, industrial, parks and recreation or residential.

3.9 Community Service Policies:

3.9.1 Community Services permitted on lots designated for Community Service on Schedule 'B' - Land Use Designations, shall include public recreation facilities, community halls, public utility structures and services, schools, universities/colleges, fire halls, greenspace, museums, hospitals and similar uses.

3.9.3 New and improved domestic water supply systems shall be designed and constructed to provide hydrants and sufficient flows for fire protection and the Regional District recommends to Improvement and Irrigation Districts, the City of Castlegar and the Regional District of Central Kootenay owned water systems that the same utility standards be used so that in case of emergencies, fire equipment can be interchanged and critical repairs made.

3.9.11 Institutional zoning shall be provided for public institutional uses

Recreation and Culture Master Plan 2016

Goal 4: Supportive Environments

Priority 4.2 Work with partners to increase the use of existing structures and spaces for multiple purposes, including recreation (e.g. use of schools, churches, vacant land and lots)

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No **Financial Plan Amendment:** Yes No
Debt Bylaw Required: Yes No **Public/Gov't Approvals Required:** Yes No

The application fee was paid in full pursuant to *Planning Procedures and Fees Bylaw No. 2457, 2015*.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

None anticipated.

3.3 Environmental Considerations

The development proposal seeks to convert an existing modular building to permit an assembly use for a place of worship. Since the proposed development footprint seeks to mirror the previous school site on this disturbed lot, staff anticipate no significant negative environmental impacts associated with this land use application.

3.4 Social Considerations:

This development proposal represents an opportunity to develop and revitalize an underutilized lot in Tarrys from which staff do not anticipate any negative social impacts.

A Notice of Public Hearing was mailed to a total of 19 neighbouring properties. The Notice of Public Hearing was also advertised in the May 02nd and May 09th editions of the Castlegar News. Two (2) written submissions by one person were received prior to the Public Hearing.

3.5 Economic Considerations:

No negative economic consideration are anticipated.

3.6 Communication Considerations:

The following referral responses were received from internal RDCK departments, external stakeholders, advisory commissions, government agencies and First Nations:

RDCK Building Department

“Assembly use (A occupancy), is by definition a Complex building that will require the owner to retain registered professionals Architect and Engineers to design and field review all aspects of the construction project.

Further, [staff] do not see any indication on the drawing of water supply for Fire Fighting, typically a large tank (similar to that installed at the Kalesnikoff sawmill just down the road). Water supply for firefighting, either supply from a tank with hydrants attached or from a utility with hydrants attached to a water distribution system (typical of most municipalities), would be a minimum requirement, with plans for same to be provided at the time of building permit application for change of use from unoccupied existing modular building to Assembly use.

Access for fire department vehicles would also be a requirement, and at a minimum the building code establishes requirements for those vehicles. The plans do not show any such access roadways.

The building bylaw details most of the requirements of BP submission, but the proponent would be expected to arrange and attend a pre-building permit submission meeting with the building department and the proponents registered professionals, to clarify requirements.

Complex buildings are defined in the Building Bylaw as:

Complex Building means:

(a) all buildings used for major occupancies classified as

(i) assembly occupancy,

(ii) care or detention occupancy,

(iii) high hazard industrial occupancy, and... The building code defines Assembly uses as:

Assembly occupancy means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.

The owner should anticipate significant infrastructure improvement expense to meet these requirements”.

Interior Health (IH)

“[IH has] reviewed the information. IH’s interests are not affected by these proposed changes. It appears to be a good use for the subject lands”.

Ministry of Transportation and Infrastructure (MOTI)

“The property fronts a controlled access Highway and under Section 49 of the Transportation Act, accesses to the highway may be restricted or limited. The Ministry is requiring an access permit application prior to construction of the site. One access point should be considered and not multiple.”

On January 23, 2024 RDCK planning staff, the applicant and MOTI staff met to discuss this development proposal, which ultimately resulted in a revised site plan (Figure 3) and opportunities to improve the existing access to the subject property and lot to the south at such time as it redevelops.

Advisory Planning and Heritage Commission (APHC)

It was resolved, “THAT the Area I APHC recommend the application Z23071 go to Public Hearing”

Ministry of Forests

“We provide the following standard requirements, recommendations and/or comments:

- 1. All activities are to follow and comply with all higher-level plans, planning initiatives, agreements, Memorandums of Understanding, etc. that local governments are parties to.*
- 2. Changes in and about a “stream” [as defined in the Water Sustainability Act (WSA)] must only be done under a license, use approval or change approval; or be in compliance with an order, or in accordance with Part 3 of the Water Sustainability Regulation. Authorized changes must also be compliant with the Kootenay-Boundary Terms and Conditions and Timing Windows documents. Applications to conduct works in and about streams can be submitted through FrontCounter BC.*
- 3. No “development” should occur within 15 m of the “stream boundary” of any “stream” [all as defined in the Riparian Areas Protection Regulation (RAPR)] in the absence of an acceptable assessment, completed by a Qualified Professional (QP), to determine if a reduced riparian setback would adversely affect the natural features, functions and conditions of the stream. Submit the QP assessment to the appropriate Ministry of Water, Land and Resource Stewardship office for potential review. Local governments listed in Section 2(1) of RAPR are required to ensure that all development is compliant with RAPR.*
- 4. The federal Species at Risk Act (SARA) protects Endangered, Extirpated or Threatened species listed under Schedule 1 of SARA. Developers are responsible to ensure that no species or ecosystems at risk (SEAR), or Critical Habitat for Federally listed species, are adversely affected by the proposed activities. The BC Species and Ecosystem Explorer website provides information on known SEAR occurrences within BC, although the absence of an observation record does not confirm that a species is not present. Detailed site-specific assessments and field surveys should be conducted by a QP according to Resource Inventory Standard Committee (RISC) standards to ensure all SEAR have been identified and that developments are consistent with any species or ecosystem specific Recovery Strategy or Management Plan documents, and to ensure proposed activities will not adversely affect SEAR or their Critical Habitat for Federally-listed Species at Risk.*
- 5. Development specific Best Management Practices (BMPs) should be applied to help meet necessary legislation, regulations, and policies. Current BC BMPs can be found at: Natural Resource Best Management Practices - Province of British Columbia (gov.bc.ca) and Develop with Care 2014 - Province of British Columbia.*
- 6. Vegetation clearing, if required, should adhere to the least risk timing windows for nesting birds (i.e., development activities should only occur during the least risk timing window). Nesting birds and some nests are protected by Section 34 of the provincial Wildlife Act and the federal Migratory Birds Convention Act. Guidelines to avoid harm to migratory birds can be found at: Guidelines to avoid harm to migratory birds - Canada.ca. If vegetation clearing is required during the bird nesting period (i.e., outside of the least risk*

timing window) a pre-clearing bird nest survey should be completed by a QP. The following least risk windows for birds are designed to avoid the bird nesting period:

7. The introduction and spread of invasive species is a concern with all developments. The provincial Weed Control Act requires that an occupier must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person. Information on invasive

Bird Species	Least Risk Timing Windows
Raptors (eagles, hawks, falcons, & owls)	Aug 15 – Jan 30
Hérons	Aug 15 – Jan 30
Other Birds	Aug 1 – March 31

species can be found at: *Invasive species - Province of British Columbia. The Invasive Species Council of BC provides BMPs that should be followed, along with factsheets, reports, field guides, and other useful references. For example, all equipment, including personal equipment such as footwear, should be inspected prior to arrival at the site and prior to each daily use and any vegetative materials removed and disposed of accordingly. If noxious weeds are established as a result of this project or approval, it is the tenure holder’s responsibility to manage the site to the extent that the invasive, or noxious plants are contained or removed.*

8. Section 33.1 of the provincial Wildlife Act prohibits feeding or attracting dangerous wildlife. Measures should be employed to reduce dangerous human-wildlife conflicts. Any food, garbage or organic waste that could attract bears or other dangerous wildlife should be removed from the work area. If this is not feasible and waste is not removed, it should be stored in a bear-proof container to avoid drawing wildlife into the area and increasing the threat of human/wildlife conflict.
9. If this referral is in relation to a potential environmental violation it should be reported online at Report All Poachers & Polluters (RAPP) or by phone at 1-877-952-RAPP (7277).
10. Developments must be compliant with all other applicable statutes, bylaws, and regulations.

If the references above do not address your concerns, please do not hesitate to reach out to me for further investigation into your concerns”.

Fortis BC

“Land Rights Comments:

There are no immediate concerns or requests for additional land rights, however there may be additional land rights requested stemming from changes to the existing FortisBC Electric (“FBC(E)”) services, if required.

Operational & Design Comments:

There are FortisBC Electric (“FBC(E)”) primary distribution facilities along Highway 3 near the northwest corner of the subject property.

All costs and land right requirements associated with changes to the existing servicing are the responsibility of the applicant.

The applicant and/or property owner are responsible for maintaining safe limits of approach around all existing electrical facilities within and outside the property boundaries.

For any changes to the existing service, the applicant must contact an FBC(E) designer as noted below for more details regarding design, servicing solutions, and land right requirements”.

BC Hydro

“BC Hydro has no objection in principle to the proposed as BC Hydro’s work do not physically cross the property nor is there a Right of Way Agreement registered on Title.

BC Hydro wishes to ensure that building permits do not get issued that allow for encroachment of buildings into the safety clearance zones required around existing bare utility conductors”.

Archaeology Branch

“According to Provincial records, there are no known archaeological sites recorded on the subject property. However, archaeological potential modelling for the area indicates there is high potential for previously unidentified archaeological sites to exist on the property. Archaeological potential modelling is compiled using existing knowledge about archaeological sites, past indigenous land use, and environmental variables. Models are a tool to help predict the presence of archaeological sites, and their results may be refined through further assessment.

Archaeology Branch Advice

If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned for the subject property, a Provincial heritage permit is not required prior to commencement of those activities.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the Heritage Conservation Act and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.

Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological sites”.

Penticton Indian Band (PIB)

The PIB circulated a standard referral response requesting a referral processing fee (i.e. \$500) to commence their review process.

Ktunaxa Nation Council

“The Ktunaxa Nation Council has no concerns with this project”.

Okanagan Indian Band (OKIB)

“The project is located outside the OKIB’s Area of Responsibility as a member of the Syilx. At this time, we defer to the Penticton Indian Band, Osoyoos Indian Band and Lower Similkameen Indian Band for a more in depth review”.

3.7 Staffing/Departmental Workplace Considerations:

Upon receipt of an application, accompanied with the relevant documents and fee, staff review the application in accordance with the Land Use Amendments Procedures within Schedule ‘D’ of the *Planning Procedures and Fees Bylaw No. 2547, 2015*. Should the Board give the amending bylaws third readings, staff will send them to MOTI for consideration and signing.

3.8 Board Strategic Plan/Priorities Considerations:

The application falls under the operational role of Planning Services.

SECTION 4: OPTIONS & PROS / CONS

Planning Discussion

Third reading of the bylaws was completed at the October 17 Board Meeting (Resolutions 581/24 and 582/24) and the Ministry of Transportation and Infrastructure has since approved and signed the bylaws (see Attachment 'A' and 'B'). Given that there are no other conditions or outstanding items that need to be resolved, staff recommend that the Board adopt *Amendment Bylaw No. 2932, 2024* and *Amendment Bylaw No. 2931, 2024* for the following reasons:

- Only one neighbour has raised concerns in response to the proposed development.
- The existing CD designation and zoning (to allow for a forest service 'Fire Attack Base' for lease by the Province, and a 17 site Recreation Vehicle park with accessory uses) is restricting redevelopment of the subject property. Given the uniqueness of the existing CD Zone, virtually all future development proposals would require at least a rezoning application.
- The applicant, in coordination with MOTI will be improving the existing access to the site, and lot to the south, which will promote greater highway safety and traffic circulation for this section of the Highway 3A corridor.
- This development proposal represents an opportunity to activate an institutional use on this site that has otherwise sat dormant since 2005 when the Tarrys Elementary School burned down.
- This land use application seeks to remedy the unauthorized placement of the existing modular building on site.
- Given the pattern of land use in the surrounding area, this institutional development proposal is not expected to cause conflict with adjacent land uses, and may enhance the semi-rural suburban / mixed use character of this section of the highway 3A corridor especially when compared to other previous land use applications proposing redevelopment.

Options

Option 1

That *Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2932, 2024* being a bylaw to amend the *Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996* is hereby ADOPTED;

AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2931, 2024* being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby ADOPTED;

AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Option 2

That no further action be taken with respect to *Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2932, 2024* being a bylaw to amend the *Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996* and *Regional District of Central Kootenay Zoning Amendment Bylaw*

No. 2931, 2024 being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004*

SECTION 5: RECOMMENDATIONS

1. That *Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2932, 2024* being a bylaw to amend the *Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996* is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.
2. That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2931, 2024* being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,
Sadie Chezenko, Planner 1

CONCURRENCE

Nelson Wight – Planning Manager	Approved	
Sangita Sudan – General Manager of Development and Community Sustainability		Approved
Stuart Horn – Chief Administrative Officer	Approved	

ATTACHMENTS:

- Attachment A – *OCP Amendment Bylaw No. 2932, 2024*
- Attachment B – *Zoning Amendment Bylaw No. 2931, 2024*

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2932

A Bylaw to amend Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996

WHEREAS it is deemed expedient to amend the Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

- 1 That Schedule 'B' of the Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 be amended by changing the Future Land Use Designation of THAT PART OF LOT 4 DISTRICT LOT 1239 KOOTENAY DISTRICT PLAN 857 LYING BETWEEN PLAN 857 AND RW PLAN 638D, EXCEPT THAT PART WHICH LIES EAST OF THE PRODUCTION NORTHERLY OF THE MORE WESTERLY PORTION OF THE WESTERN BOUNDARY OF THE SAID RIGHT OF WAY AT THIS POINT (PID 016-735-242) from Comprehensive Development (CD) to Community Services (CS) as shown on Schedule 'A' which is attached hereto and forms part of this bylaw.
2 This Bylaw shall come into force and effect upon its adoption.

CITATION

- 3 This Bylaw may be cited as "Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2932, 2024."

READ A FIRST TIME this 21 day of March, 2024.

READ A SECOND TIME this 21 day of March, 2024.

WHEREAS A PUBLIC HEARING was held this 13 day of May, 2024.

READ A THIRD TIME this 17 day of October, 2024.

[Controlled Highway or Exceeds 4500 sq.m] APPROVED under Section 52 (3)(a) of the Transportation Act this 22nd day of November, 2024.

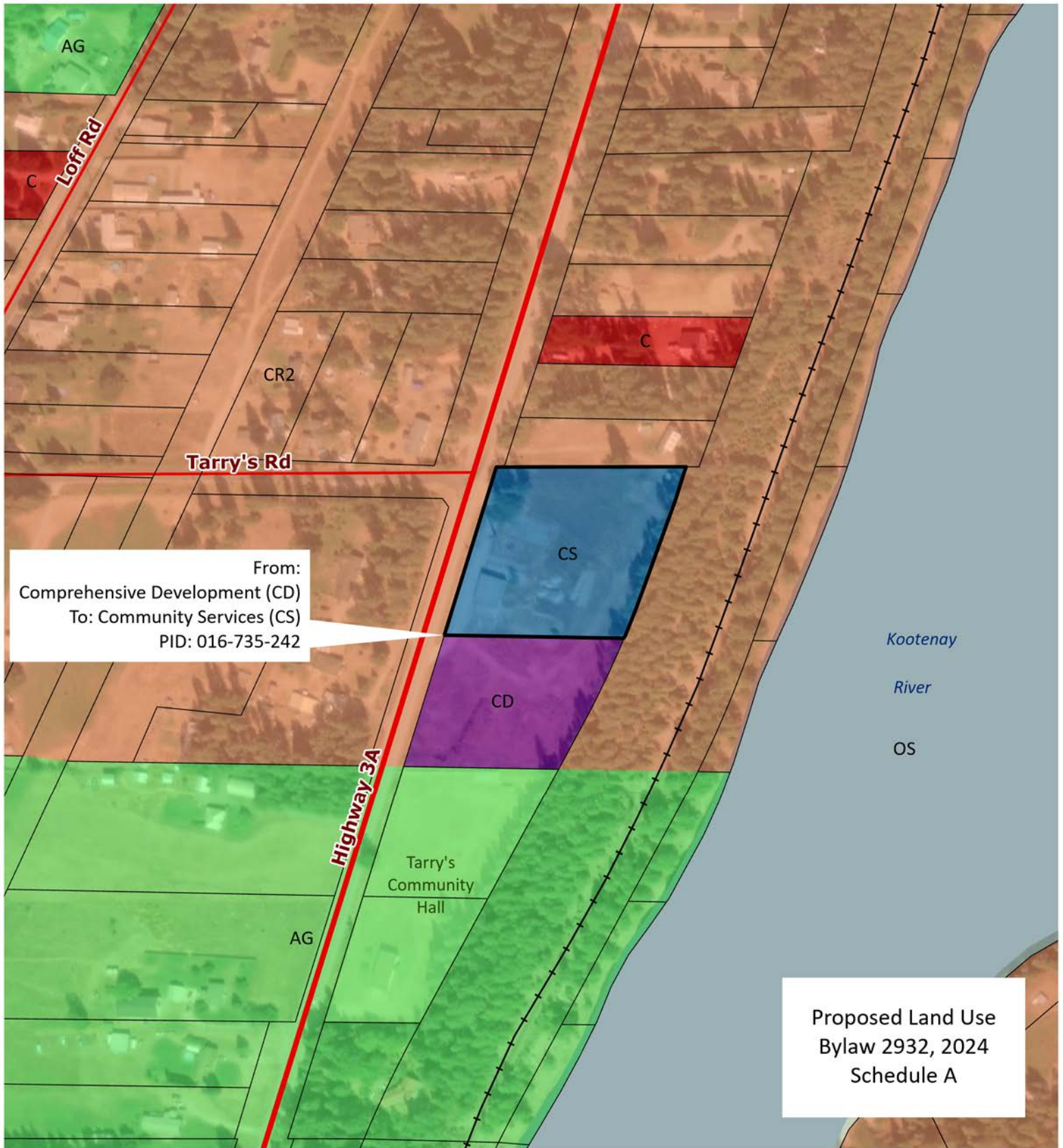
Handwritten signature of the Approval Authority.

Approval Authority,
Ministry of Transportation and Infrastructure

ADOPTED this [Date] day of [Month], 20XX.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



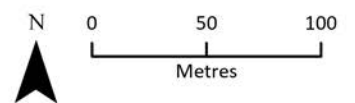
From:
Comprehensive Development (CD)
To: Community Services (CS)
PID: 016-735-242

Proposed Land Use
Bylaw 2932, 2024
Schedule A



- Subject Property
- Property Lines
- Highway
- Road
- Rail Line

- Land Use Designation**
- Agriculture (AG)
 - Commercial (C)
 - Community Services (CS)
 - Comprehensive Development (CD)
 - Country Residential (CR2)
 - Open Space (OS)



September 18, 2024
PCS: NAD83 UTM Zone11N

The map data shown are approximate representations for reference only. The Regional District of Central Kootenay is not liable for any errors or omissions on this map nor any loss or damage resulting from the use of this map.

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2931

A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004

WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

- 1 That Schedule 'B' of the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be amended by changing the Zoning Designation of THAT PART OF LOT 4 DISTRICT LOT 1239 KOOTENAY DISTRICT PLAN 857 LYING BETWEEN PLAN 857 AND RW PLAN 638D, EXCEPT THAT PART WHICH LIES EAST OF THE PRODUCTION NORTHERLY OF THE MORE WESTERLY PORTION OF THE WESTERN BOUNDARY OF THE SAID RIGHT OF WAY AT THIS POINT (PID 016-735-242) from Comprehensive Development One (CD1) to Institutional (I) as shown on the attached Map.
2 This Bylaw shall come into force and effect upon its adoption.

CITATION

- 3 This Bylaw may be cited as "Regional District of Central Kootenay Zoning Amendment Bylaw No. 2931, 2024."

READ A FIRST TIME this 21 day of March, 2024.

READ A SECOND TIME this 21 day of March, 2024.

WHEREAS A PUBLIC HEARING was held this 13 day of May, 2024.

READ A THIRD TIME this 17 day of October, 2024.

APPROVED under Section 52 (3)(a) of the Transportation Act this 22nd day of November, 2024.

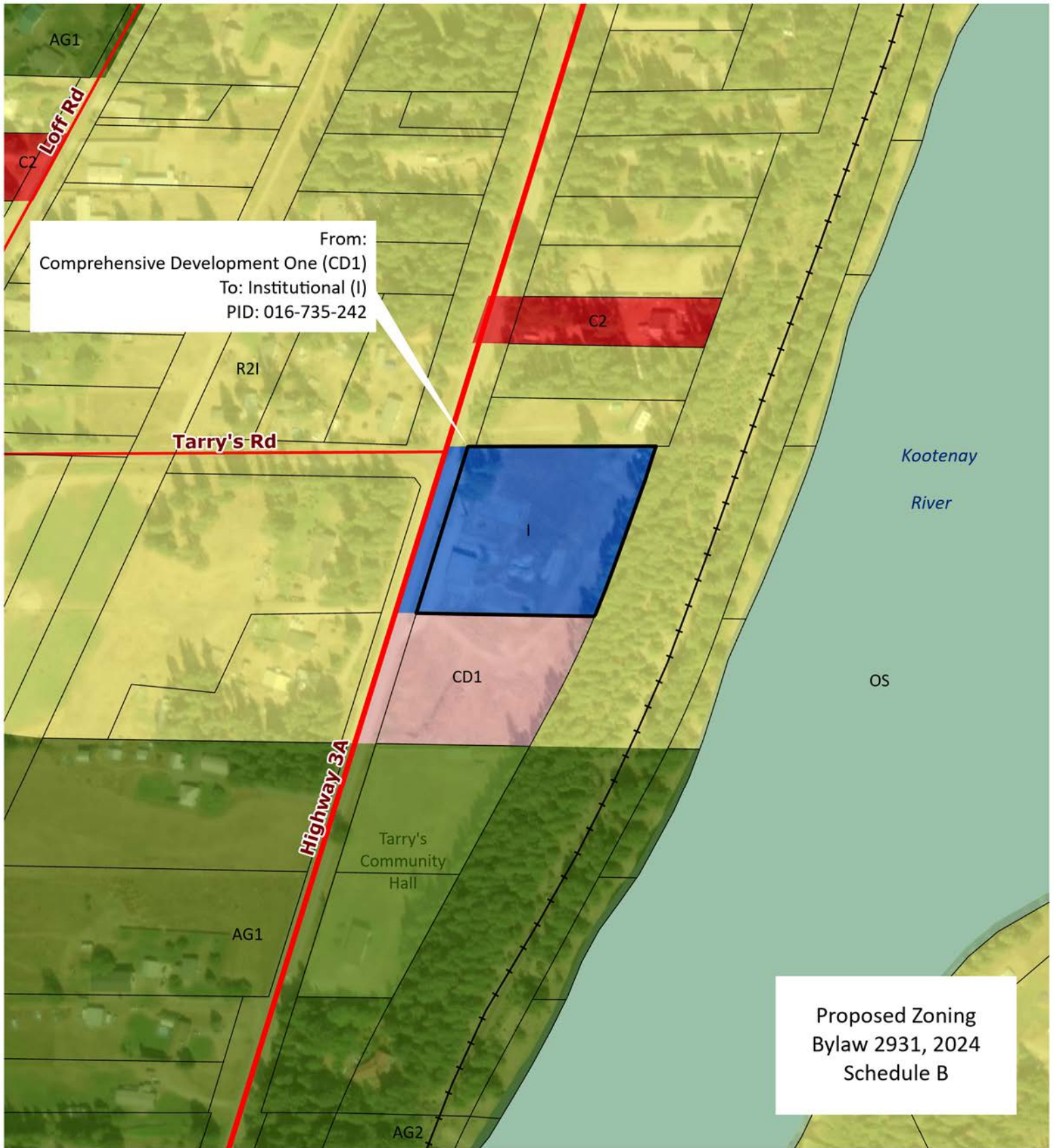
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Approval Authority, Ministry of Transportation and Infrastructure

ADOPTED this [Date] day of [Month], 20XX.

Aimee Watson, Board Chair

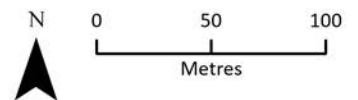
Mike Morrison, Corporate Officer



- Subject Property
- Property Lines
- Highway
- Road
- Rail Line

Zoning Class

- Agriculture (AG1)
- General Commercial (C2)
- Comprehensive Development (CD1)
- Institutional (I)
- Open Space (OS)
- Residential 2 (R2I)



September 18, 2024
PCS: NAD83 UTM Zone11N

The map data shown are approximate representations for reference only. The Regional District of Central Kootenay is not liable for any errors or omissions on this map nor any loss or damage resulting from the use of this map.



Board Report

Date of Report: November 12, 2024
Date & Type of Meeting: December 12, 2024 Board Meeting
Author: Zachari Giacomazzo, Planner
Subject: ZONING BYLAW AMENDMENT
File: Z2406F – Taghum Shell
Electoral Area/Municipality F

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is for the Board to consider third reading of a Bylaw to amend the zoning designation for the subject property at 5644 Highway 3A and 6 in Taghum, Electoral Area ‘F’.

This application seeks to rezone the subject property from Neighbourhood Commercial (C1) to General Commercial (C2) in order to facilitate the construction of a proposed addition to the existing commercial building.

Staff recommend that Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976, 2024 being a bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be given THIRD reading and that Adoption be withheld until the Amendment Bylaw has been approved by the Ministry of Transportation and Infrastructure, pursuant to Section 52 (3)(a) of the Transportation Act.

SECTION 2: BACKGROUND/ANALYSIS

GENERAL INFORMATION

Property Owner: 531131 B.C. LTD., INC.NO. 531131

Agent: Lukas Armstrong, STAND Architecture

Property Location: 5644 Highway 3A and 6, Taghum, BC, Electoral Area ‘F’

Legal Description: THAT PART OF AMENDED LOT 1 (REFERENCE PLAN 52262I) LYING SOUTH OF RIGHT OF WAY PLAN R66 DISTRICT LOT 2355 KOOTENAY DISTRICT PLAN 759 EXCEPT (1) PARCEL 1 (REFERENCE PLAN 100313I) AND (2) PART INCLUDED IN PLAN 7805 (PID: 013-526-774)

Property Size: 0.7 hectares (1.7 acres)

Current Zoning: Neighbourhood Commercial (C1) in RDCK Zoning Bylaw No. 1675, 2004

Current Official Community Plan Designation: Commercial (C) in Area ‘F’ Official Community Plan Bylaw No. 2214, 2012

SURROUNDING LAND USES

North: Commercial and Residential

East: Residential

South: Residential and Open Space

West: Residential

Site Context

The subject property is located approximately 8 km west of the City of Nelson in the Rural Area of Taghum which is comprised of a small number of commercial properties in a predominantly residential area. The lot is directly adjacent to and accessed from Highway 3A and 6. The property has been improved with a gas station, retail store and associated parking areas and is commonly referred to as Taghum Shell.

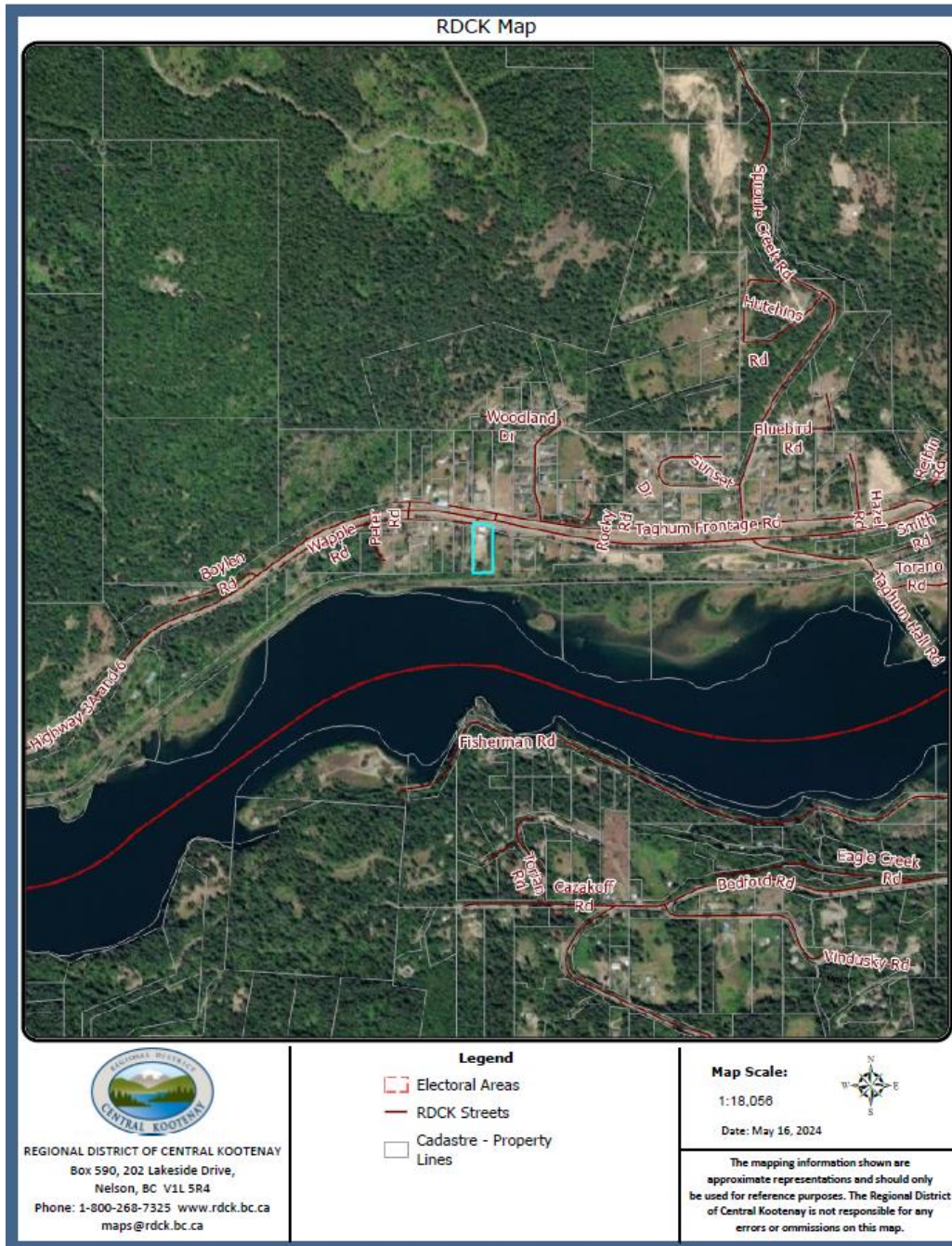


Figure 1 - Location Map

Land Use Bylaw Amendments Proposed

The purpose of this application is to rezone the subject property from Neighbourhood Commercial (C1) to General Commercial (C2). This is being sought to facilitate the construction of a 370 m² two storey addition to the existing commercial building on the property. Under the present C1 zoning regulations, the maximum commercial floor area within all buildings on a lot is limited to a maximum of 500 m². The applicants submitted a Development Permit application (DP2303F) in February 2023 to authorize the construction of an addition to the existing retail store that would bring the total commercial floor area to 657 m².

The zoning regulation limiting the “commercial floor area” to 500 m² is a density regulation as it specifies the maximum area for a category of uses in the zoning bylaw rather than simply limiting the overall size of a building. This is why a rezoning application is required whereas most “building size” regulations in the zoning bylaw can be addressed through a Development Variance Permit application.

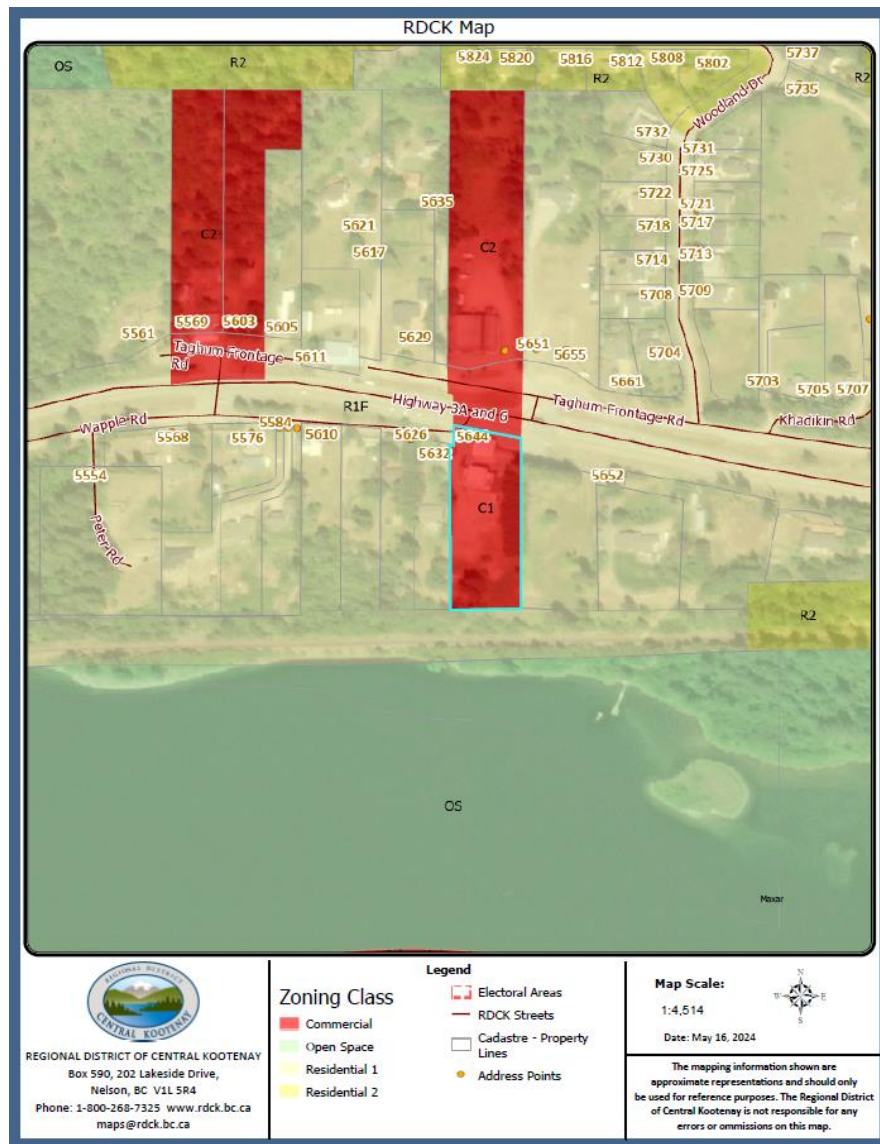


Figure 2 - Zoning Map

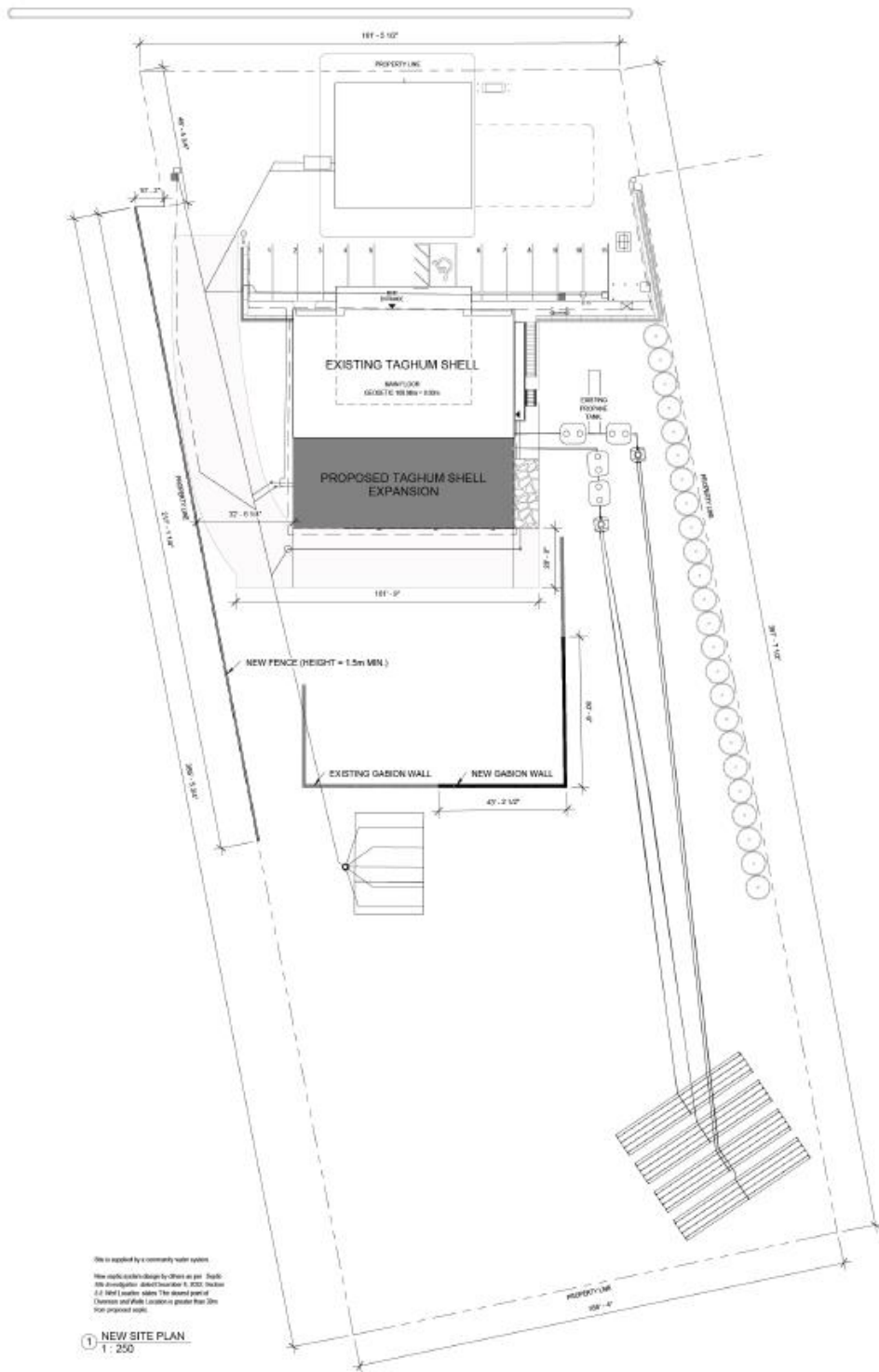


Figure 3 - Site Plan showing proposed addition to the existing building.

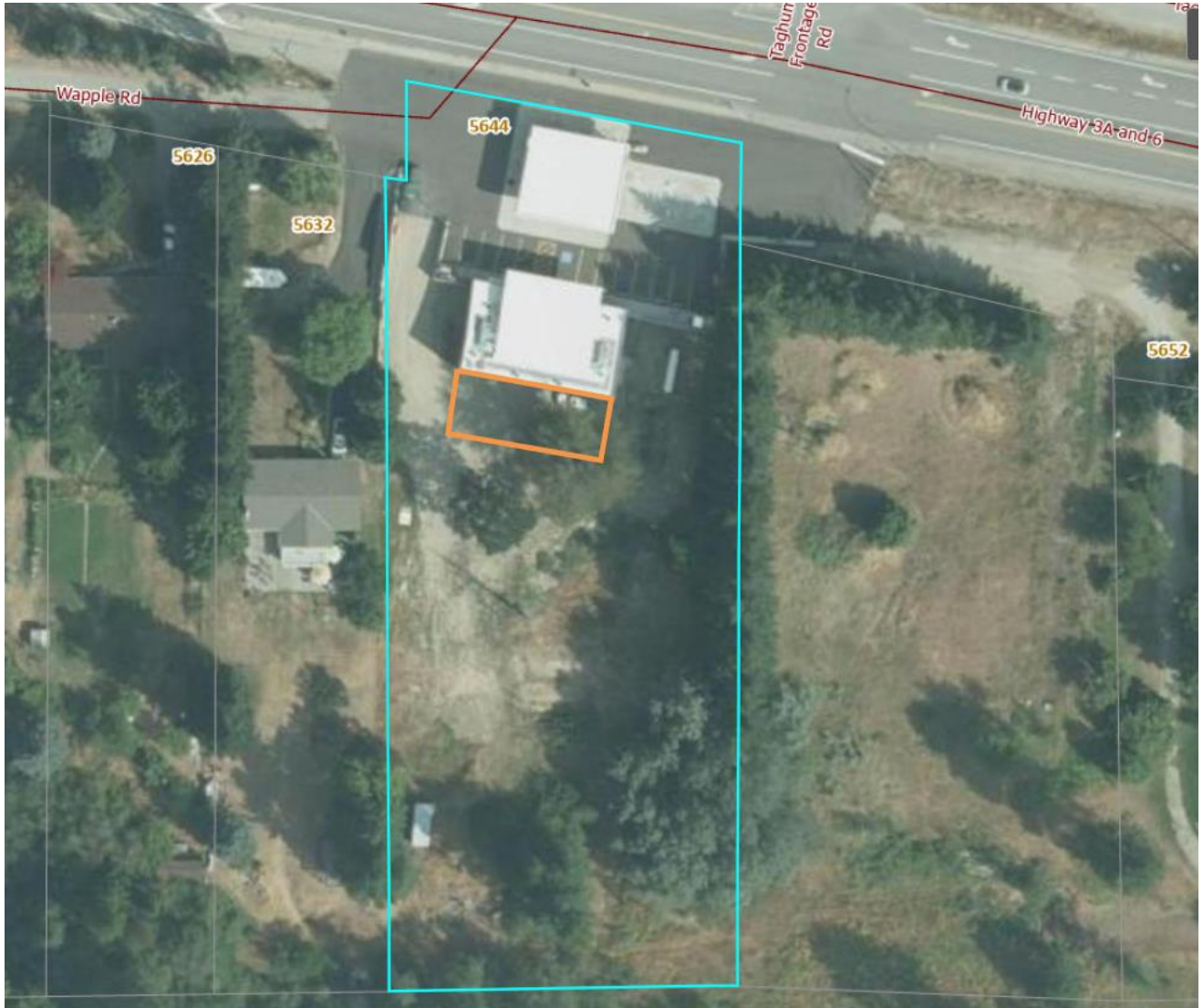


Figure 4 - Aerial photo showing the approximate footprint of the proposed addition (orange) and the property boundaries (light blue)



Figure 5 - Photo from the rear of the subject property where the addition would be constructed showing the nearest dwelling on the adjacent residential property.

Planning Policy

12.2 Objectives

- .1 Provide small scale commercial activities servicing the needs of local residents and tourists, expanding services as future growth may dictate.
- .2 Direct commercial development to existing residential nodes and municipalities where services and amenities are more readily available.
- .3 Support new commercial development in combination with residential use, to promote mixed-use, walkable, community areas.
- .4 Ensure that all commercial development is at a scale appropriate to the rural form and character of the community and its natural environment.
- .5 Minimize land use incompatibility and conflicts between commercial activities and surrounding land uses.

12.3 Policies

General

The Regional Board:

- .1 Establishes land identified as Commercial on Map Schedule B for commercial uses.

.2 Supports maintaining and enhancing existing commercial land uses, and supports new small scale commercial development proposals that reflect the needs of the local community and the anticipated demand from tourism, and will use the following criteria, in addition to the criteria for large scale service and commercial development where appropriate, to assess future development:

- a. capability of accommodating on-site domestic water and sewage disposal;
- b. capability of the natural environment to support the proposed development;
- c. compatibility with adjacent land uses and designations, and the character of the existing area;
- d. susceptibility to natural hazards including but not limited to flooding, slope instability or wildfire risk;
- e. mitigation of visual impacts where development is proposed on hillsides and other visually sensitive areas;
- f. proximity and access to existing road network, and other community and essential services;
- g. exhibits an attractive and safe streetscape by providing for adequate off-street parking requirements, on-site landscaping and screening, and appropriate signage; and,
- h. type, timing and staging of the development.

.3 Considers the provision of reduced parking in lieu of providing additional amenities to facilitate other modes of transportation such as walking, cycling, and transit loading areas in keeping with existing rural form and character.

.4 Considers alternatives to large scale service and commercial development in the rural area, such as directing it to existing residential nodes and municipalities which has the necessary infrastructure and support services. A proposal to introduce major commercial development in the rural area should clearly articulate the need for it, analyse its impact on the rural community, and demonstrate how it will respect the character of the rural area. The Regional Board will use the following criteria, in addition to the criteria small scale commercial development, to assess future applications:

- a. provides access without constructing new roads or utility corridors through Environmental Reserves, and without creating a permanent visible scar on slopes;

Public Hearing Not Required

The proposed General Commercial (C2) zone is consistent with the Commercial Objectives Policies in the Electoral Area 'F' Official Community Plan Bylaw No. 2214 (the OCP). Only an amendment to the Zoning Bylaw is being proposed and the subject property will retain the current Commercial (C) Land Use designation in the OCP. In accordance with Section 464 (2) of the Local Government Act, which is copied below for convenience, a Public Hearing is not required for a Zoning Bylaw Amendment that is consistent with the applicable Official Community Plan. However, there is no prohibition on holding a public hearing, and this could be done, should the Board prefer that one be held prior to further consideration of the amending bylaw.

Staff have taken the necessary steps to issue the required notice in a local newspaper (Nelson Star) and have ensured that the appropriate notice letters have been sent to surrounding property owners.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No **Financial Plan Amendment:** Yes No
Debt Bylaw Required: Yes No **Public/Gov't Approvals Required:** Yes No

Pursuant to Planning Fees and Procedures Bylaw No. 2457, 2015 the applicant has paid the Zoning Bylaw Amendment Application fee of \$1600 in full.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

The application was processed in accordance with Planning Fees and Procedures Bylaw No. 2457, 2015.

Local Government Act Section 464 (2):

A local government is not required to hold a Public Hearing on a proposed Zoning Bylaw if

- a) an official community plan is in effect for the area that is the subject of the zoning bylaw, and
- b) the bylaw is consistent with the official community plan.

3.3 Environmental Considerations

Not applicable. The property is already used as a “Service Station” and this application is only considering an expansion to the retail store.

3.4 Social Considerations:

Potential impacts to the use and enjoyment of land for neighbouring property must be considered. Notification of the proposal was distributed by mail to 14 adjacent property owners within 100 metres of the subject property.

3.5 Economic Considerations:

Not applicable.


3.6 Communication Considerations:

In accordance with Schedule ‘C’ of the *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, a ‘Notice of Proposal’ sign was placed in a visible location on the subject property and adjacent property owner notification was mailed to 14 properties within 100 metres of the subject property. Two (2) responses were received from neighbouring property owners that identified concerns related to noise, light pollution, traffic, vehicle emissions, impacts to the use and enjoyment of their properties and the incompatibility of the proposed/existing use with surrounding residential uses. The responses from the neighbouring property owners are summarized at the end of this section and are included as Attachment ‘C’.

The following responses were received from external agencies, internal departments and first nations:

Agency/ Department	Referral Response
Taghum Improvement District (TID)	<p>See attached response summary provided by TID.</p> <p>Zoning Bylaw Amendment approval does not imply water availability and you must contact TID to assess whether the expansion would be permitted on the TID water system, and if so under what conditions.</p> <p>Written confirmation from TID indicating that they do not have concerns with the proposal will be required prior to consideration of adoption of the proposed Bylaw Amendment.</p>
RDCK Building Services	<p>Please see the Building Department notes below.</p> <ol style="list-style-type: none">1. Updated MOTI access permit.2. Due to the use of the building, size of the building over 600m², and over 470 sq m (5059 square feet) – as per the Architects Regulation, an Architect is required

	<p>to be engaged and provide BCBC Schedule A & Schedule B for the permit application.</p> <ol style="list-style-type: none"> 3. Structure is supporting occupancies that fall within Part 4 of the BCBC – A Structural Engineer will be required to submit sealed design drawings and a letter of assurance BCBC Schedule B. 4. Spatial Separation calculations shall be illustrated on the Permit application site plan with applicable delayed fire-response time. 5. Along with design drawings a Site Access Plan shall be submitted to the RDCK Building Department: <p>-3.2.5.6. Access Route Design A portion of a roadway or yard provided as a required access route for fire department use shall</p> <ol style="list-style-type: none"> a) have a clear width not less than 6 m, unless it can be shown that lesser widths are satisfactory, b) have a centre-line radius not less than 12 m, c) have an overhead clearance not less than 5 m, d) have a change of gradient not more than 1 in 12.5 over a minimum distance of 15 m, e) be designed to support the expected loads imposed by firefighting equipment and be surfaced with concrete, asphalt or other material designed to permit accessibility under all climatic conditions, f) have turnaround facilities for any dead-end portion of the access route more than 90 m long, and g) be connected with a public thoroughfare. (See Note A-3.2.5.6.(1).) <p>2) For buildings conforming to Article 3.2.2.50. or 3.2.2.58., no portion of the access route described in Sentence 3.2.2.10.(3) shall be more than 20 m below the uppermost floor level</p> <p>A-3.2.5.6.(1) Fire Department Access Route. The design and construction of fire department access routes involves the consideration of many variables, some of which are specified in the requirements in the Code. All these variables should be considered in relation to the type and size of fire department vehicles available in the municipality or area where the building will be constructed. It is appropriate, therefore, that the local fire department be consulted prior to the design and construction of access routes.</p> <p>Site water for suppression: please see attached FUS – Water supply for public fire protection in Canada and NFPA 1720 – standard for rural firefighting. – If determined a suppression system is required by the Architect.</p> <p>Please note that the items noted above are based on a preliminary review of the documentation provided for the Planning Referral. The Building Department may request further clarification / documentation upon review of the Building Permit application.</p>
<p>RDCK Fire Services</p>	<p>Beasley Fire Chief Thank you for this.</p> <p>I don't have any particular concerns with this plan.</p>

	<p>However, I think this is a good time to revisit the water supply situation in that area. The fire hydrants on the other side of the highway are not certified, and I believe they're an RDCK system. I think this is a good time to look into whether there's a way to upgrade the hydrants (and better yet have one installed on the Taghum Shell side of the highway).</p> <p>Regional Assistant Fire Chief I would agree that an improved water system in the area should be a priority for the local residents and the RDCK.</p>
<p>Ministry of Transportation and Infrastructure (MoTI)</p>	<p>Thank you for the opportunity to respond to the above noted application.</p> <p>The Ministry has no concerns with the bylaw amendment as the Highway access points are constructed to manage additional traffic. However, there are safety concerns regarding the lack of protective railing on the lock block wall parallel to the highway on the East side of the property. Please ask the proponent to install these railings as soon as possible. A photo has been attached for reference.</p>  <p>If the proponent wished to discuss this further, please share my contact information.</p> <p>Crystal Swan Development Services Officer Phone: (778) 463-5605 Email: Crystal.Swan@gov.bc.ca</p>
<p>Ktunaxa Nation Council</p>	<p>No comments provided.</p>
<p>Fortis BC</p>	<p>There are no FortisBC Inc (Electric) ("FBC(E)") facilities affected by this application. As such FBC(E) has no concerns with this circulation.</p>
<p>BC Hydro</p>	<p>Thank you for your email, the area is serviced by Nelson Hydro.</p> <p>BC Hydro Reservoir Rights has no comments to add at this time.</p>
<p>Nelson Hydro</p>	<p>Nelson Hydro had no foreseeable issues with the proposed zone change.</p>

Interior Health Authority	<p>No comments provided.</p> <p>Staff have followed up with IHA to request their comments.</p>
Ministry of Forests – Archaeology Branch	<p>Thank you for your referral regarding 5644 Highway 3A and 6, Taghum BC, PID 013526774, THAT PART OF AMENDED LOT 1 (REFERENCE PLAN 52262I) LYING SOUTH OF RIGHT OF WAY PLAN R66 DISTRICT LOT 2355 KOOTENAY DISTRICT PLAN 759 EXCEPT (1) PARCEL 1 (REFERENCE PLAN 100313I) AND (2) PART INCLUDED IN PLAN 7805. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.</p> <p>Results of Provincial Archaeological Inventory Search According to Provincial records, there are no known archaeological sites recorded on the subject property.</p> <p>However, archaeological potential modelling for the area (shown as the purple areas in the screenshot below) indicates there is high potential for previously unidentified archaeological sites to exist on the property. Archaeological potential modelling is compiled using existing knowledge about archaeological sites, past indigenous land use, and environmental variables. Models are a tool to help predict the presence of archaeological sites and their results may be refined through further assessment.</p> <p>Archaeology Branch Advice If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned on the subject property, a Provincial heritage permit is not required prior to commencement of those activities.</p> <p>However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the <i>Heritage Conservation Act</i> and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.</p> <p>Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological sites.</p> <p>Please notify all individuals involved in land-altering activities (e.g., owners, developers, equipment operators) that if archaeological material is encountered during development, they must stop all activities immediately and contact the Archaeology Branch for direction at 250-953-3334.</p> <p>If there are no plans for land-altering activities on the property, no action needs to be taken at this time.</p>

	<p>Rationale and Supplemental Information</p> <ul style="list-style-type: none"> • There is high potential for previously unidentified archaeological deposits to exist on the property. • Archaeological sites are protected under the <i>Heritage Conservation Act</i> and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed. • If a permit is required, be advised that the permit application and issuance process takes approximately 20 to 40 weeks; the permit application process includes referral to First Nations and subsequent engagement. • The Archaeology Branch must consider numerous factors (e.g., proposed activities and potential impacts to the archaeological site[s]) when determining whether to issue a permit and under what terms and conditions. • The Archaeology Branch has the authority to require a person to obtain an archaeological impact assessment, at the person’s expense, in certain circumstances, as set out in the <i>Heritage Conservation Act</i>. • Occupying an existing dwelling or building without any land alteration does not require a Provincial heritage permit. <p>How to Find an Eligible Consulting Archaeologist</p> <p>An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist’s eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist’s eligibility. Consulting archaeologists are listed on the BC Association of Professional Archaeologists website (www.bcapa.ca) and in local directories. Please note, the Archaeology Branch cannot provide specific recommendations for consultants or cost estimates for archaeological assessments. Please contact an eligible consulting archaeologist to obtain a quote.</p> <p>Questions?</p> <p>For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.</p> <p>For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.</p>
<p>Ministry of Forests – Selkirk District</p>	<p>The MOF have no objection to this zoning change.</p>
<p>Ministry of Water, Land and Resource Stewardship – Ecosystems Section Head – Kootenay-Boundary Region</p>	<p>The Kootenay-Boundary Ecosystems Section of the Ministry of Water, Land and Resource Stewardship has received your referral request. We are currently unable to provide a detailed review of the referral but provide the following standard requirements, recommendations and/or comments:</p> <ol style="list-style-type: none"> 1. All activities are to follow and comply with all higher-level plans, planning initiatives, agreements, Memorandums of Understanding, etc. that local governments are parties to.

2. Changes in and about a “stream” [as defined in the Water Sustainability Act (WSA)] must only be done under a license, use approval or change approval; or be in compliance with an order, or in accordance with Part 3 of the Water Sustainability Regulation. Authorized changes must also be compliant with the Kootenay-Boundary Terms and Conditions and Timing Windows documents. Applications to conduct works in and about streams can be submitted through FrontCounter BC.
3. No “development” should occur within 15 m of the “stream boundary” of any “stream” [all as defined in the Riparian Areas Protection Regulation (RAPR)] in the absence of an acceptable assessment, completed by a Qualified Professional (QP), to determine if a reduced riparian setback would adversely affect the natural features, functions and conditions of the stream. Submit the QP assessment to the appropriate Ministry of Water, Land and Resource Stewardship office for potential review. Local governments listed in Section 2(1) of RAPR are required to ensure that all development is compliant with RAPR.
4. The federal Species at Risk Act (SARA) protects Endangered, Extirpated or Threatened species listed under Schedule 1 of SARA. Developers are responsible to ensure that no species or ecosystems at risk (SEAR), or Critical Habitat for Federally listed species, are adversely affected by the proposed activities. The BC Species and Ecosystem Explorer website provides information on known SEAR occurrences within BC, although the absence of an observation record does not confirm that a species is not present. Detailed site-specific assessments and field surveys should be conducted by a QP according to Resource Inventory Standard Committee (RISC) standards to ensure all SEAR have been identified and that developments are consistent with any species or ecosystem specific Recovery Strategy or Management Plan documents, and to ensure proposed activities will not adversely affect SEAR or their Critical Habitat for Federally-listed Species at Risk (Posted).
5. Development specific Best Management Practices (BMPs) should be applied to help meet necessary legislation, regulations, and policies. Current BC BMPs can be found at: Natural Resource Best Management Practices - Province of British Columbia (gov.bc.ca) and Develop with Care 2014 - Province of British Columbia.
6. Vegetation clearing, if required, should adhere to the least risk timing windows for nesting birds (i.e., development activities should only occur during the least risk timing window). Nesting birds and some nests are protected by Section 34 of the provincial Wildlife Act and the federal Migratory Birds Convention Act. Guidelines to avoid harm to migratory birds can be found at: Guidelines to avoid harm to migratory birds - Canada.ca. If vegetation clearing is required during the bird nesting period (i.e., outside of the least risk timing window) a pre-clearing bird nest survey should be completed by a QP. The following least risk windows for birds are designed to avoid the bird nesting period:

Bird Species	Least Risk Timing Windows
Raptors (eagles, hawks, falcons, & owls)	Aug 15 – Jan 30
Hérons	Aug 15 – Jan 30
Other Birds	Aug 1 – March 31

	<p>7. The introduction and spread of invasive species is a concern with all developments. The provincial Weed Control Act requires that an occupier must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person. Information on invasive species can be found at: Invasive species - Province of British Columbia. The Invasive Species Council of BC provides BMPs that should be followed, along with factsheets, reports, field guides, and other useful references. For example, all equipment, including personal equipment such as footwear, should be inspected prior to arrival at the site and prior to each daily use and any vegetative materials removed and disposed of accordingly. If noxious weeds are established as a result of this project or approval, it is the tenure holder's responsibility to manage the site to the extent that the invasive, or noxious plants are contained or removed.</p> <p>8. Section 33.1 of the provincial Wildlife Act prohibits feeding or attracting dangerous wildlife. Measures should be employed to reduce dangerous human-wildlife conflicts. Any food, garbage or organic waste that could attract bears or other dangerous wildlife should be removed from the work area. If this is not feasible and waste is not removed, it should be stored in a bear-proof container to avoid drawing wildlife into the area and increasing the threat of human/wildlife conflict.</p> <p>9. If this referral is in relation to a potential environmental violation it should be reported online at Report All Poachers & Polluters (RAPP) or by phone at 1-877-952-RAPP (7277).</p> <p>10. Developments must be compliant with all other applicable statutes, bylaws, and regulations.</p>
<p>Neighbour Responses</p>	<p>Responses were received from two individuals indicating that they are opposed to the proposed zoning amendment. Their comments and concerns are summarized as follows:</p> <ul style="list-style-type: none"> - Increase in traffic, noise, light pollution, emissions from vehicles - Decreased privacy and obstructed views - Decrease in their quality of life and negative impact to the use and enjoyment of their property - Decrease in the value of their properties - Increased dust from traffic in the rear parking area - Disturbance from garbage collection schedule - Noise from delivery vehicles (lift gates and back up alarms) - Discarded items/old signs being stored in the rear of the property - Noise from HVAC system - Noise from employee break area

3.7 Staffing/Departmental Workplace Considerations:

Should the Board choose to give the amendment bylaw third reading, staff will send the bylaw to the Ministry of Transportation and Infrastructure (MoTI) for review. Once the bylaw has been approved and signed by MoTI, it will be brought back to the next available Board meeting for consideration of adoption.

3.8 Board Strategic Plan/Priorities Considerations:

N/A

SECTION 4: OPTIONS

PUBLIC HEARING NOT REQUIRED

Based on the fact that the proposed zoning bylaw amendment is consistent with the OCP, staff have taken the necessary steps pursuant to Section 467 of the LGA to provide notice that a public hearing is not being held. The Board of the Regional District of Central Kootenay at its meeting held on October 17, 2024 adopted Resolution 580/24 to complete First and Second reading of the amendment bylaw. No additional written submissions have been made further to the comments that were presented to the Rural Affairs Committee at the time of First and Second reading. The Board did not direct staff to hold a public hearing for this amendment and the application is now being presented to the Board for consideration of Third Reading.

PLANNING DISCUSSION

The proposal is to rezone the subject property from Neighbourhood Commercial (C1) to General Commercial (C2) in order to authorize the construction of a proposed 370 m² two storey addition to the rear of the existing commercial building. The present C1 zone limits the maximum commercial gross floor area to 500 m² whereas under the C2 zone, there is no maximum commercial gross floor area. Further development on the subject property would be limited by the maximum site coverage regulation (Section 3301.2) that limits the maximum site coverage to 50% of the lot area.

An industrial commercial development permit (DP) application will need to be issued by the RDCK prior to the issuance of building permits or site alteration taking place. This Development Permit application will provide staff with the opportunity to review the proposal in more detail including but not limited to a review of landscaping, screening and parking requirements. The applicant has indicated that all applicable zoning regulations and DP guidelines related to landscaping, screening, parking, loading and lighting will be adhered to. Staff will be reviewing all of these details through the requisite Development Permit application in order to ensure that the proposal is consistent with the DP guidelines and complies with all applicable zoning regulations.

Given that the subject property is adjacent to a controlled access highway, the amendment bylaw must be approved by the Ministry of Transportation and Infrastructure prior to consideration of adoption. This is reflected by the condition in "Option 1" below.

Option 1: Third reading of the amendment bylaw

That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given THIRD READING

AND FURTHER;

That the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 until the following items have been obtained:

- i. Approval of Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 by the Ministry of Transportation and Infrastructure, pursuant to Section 52 (3)(a) of the Transportation Act.

Option 2: Deny the application

That no further action be taken with respect to Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004.

SECTION 5: RECOMMENDATIONS

That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given THIRD READING

AND FURTHER;

That the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 until the following items have been obtained:

- i. Approval of Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976 by the Ministry of Transportation and Infrastructure, pursuant to Section 52 (3)(a) of the Transportation Act.

Respectfully submitted,
Zachari Giacomazzo, Planner

CONCURRENCE

Planning Manager – Nelson Wight	Approved
Manager of Development and Community Sustainability – Sangita Sudan	Approved
Chief Administrative Officer – Stuart Horn	Approved

ATTACHMENTS:

- Attachment A – DRAFT Zoning Amendment Bylaw No. 2976, 2024**
- Attachment B – Architectural plans (site plan, elevations and renderings)**

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2976

A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004

WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

- 1 That Schedule 'E' of Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be amended by changing the Zoning Designation of THAT PART OF AMENDED LOT 1 (REFERENCE PLAN 52262I) LYING SOUTH OF RIGHT OF WAY PLAN R66 DISTRICT LOT 2355 KOOTENAY DISTRICT PLAN 759 EXCEPT (1) PARCEL 1 (REFERENCE PLAN 100313I) AND (2) PART INCLUDED IN PLAN 7805 (PID: 013-526-774) from Neighbourhood Commercial (C1) to General Commercial (C2), as shown on the attached Map.
- 2 This Bylaw shall come into force and effect upon its adoption.

CITATION

- 3 This Bylaw may be cited as "**Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976**"

READ A FIRST TIME this 17th day of October, 2024.

READ A SECOND TIME this 17th day of October, 2024.

READ A THIRD TIME this 12th day of December, 2024.

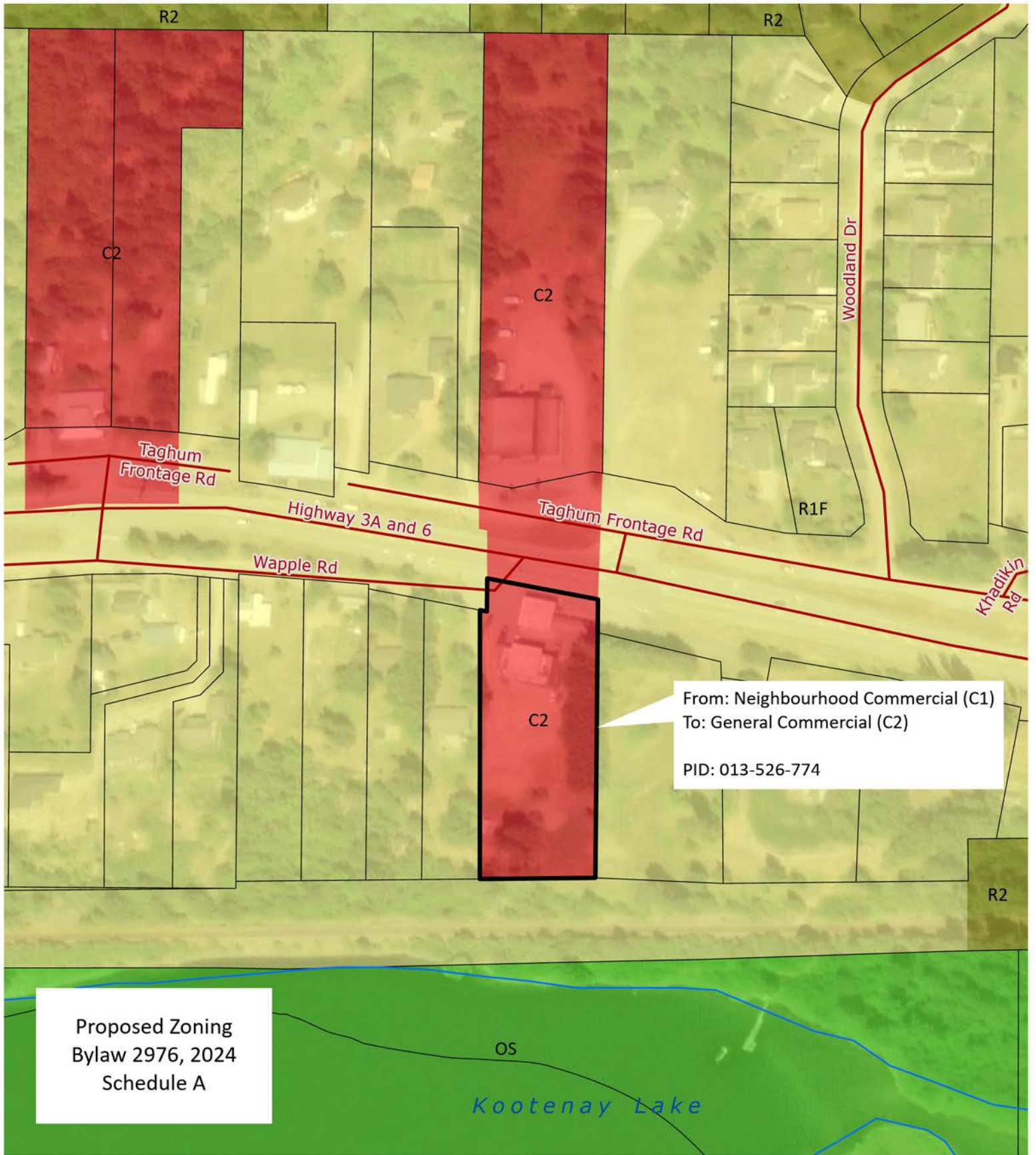
[Controlled Highway or Exceeds 4500 sq.m] APPROVED under **Section 52 (3)(a) of the Transportation Act** this [Date] day of [Month], 20XX.





Approval Authority,
Ministry of Transportation and Infrastructure

ADOPTED this [Date] day of [Month] , 20XX.

Aimee Watson, Board Chair

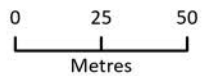
Mike Morrison, Corporate Officer



-  Subject Property
-  Property Lines
-  Road
-  Stream or Shoreline

- Zoning Class**
-  General Commercial (C2)
 -  Open Space (OS)
 -  Residential 1 (R1)
 -  Residential 2 (R2)

519



August 27, 2024
PCS: NAD83 UTM Zone11N

The map data shown are approximate representations for reference purposes only. The Regional District of Central Kootenay is not liable for any errors or omissions on this map nor any loss or damage resulting from the use of this map.

TAGHUM SHELL EXPANSION

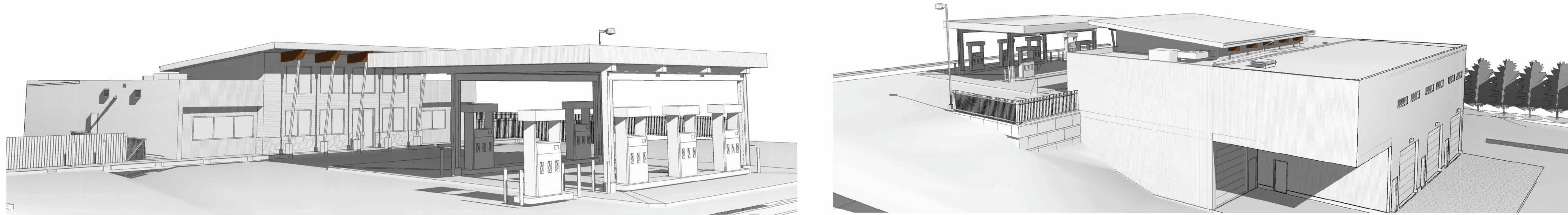
5644 Highway 3A West, Nelson, BC

ISSUED FOR DEVELOPMENT PERMIT

JANUARY 25, 2023

Copyright reserved. This design and drawing is the exclusive property of COVER Architectural Collaborative Inc. and cannot be used for any purpose without the written consent of the Architect. This drawing is not to be used for construction until issued for that purpose by the Architect. Prior to commencement of the Work the Contractor shall verify all dimensions, columns and levels to identify any errors and omissions, ascertain any discrepancies between this drawing and the full Contract Documents and, bring these items to the attention of the Architect for clarification.

NO	DATE	DESCRIPTION
1	22/11/18	ISSUED FOR REVIEW
2	23/01/25	ISSUED FOR DEVELOPMENT PERMIT



CLIENT CONSULTANTS

Taghum Shell
5644 Highway 3A West
Nelson, BC

531131 BC Ltd.

LEGAL ADDRESS
LOT 1 PLAN NE759 DISTRICT
LOT 2355 KOOTENAY LAND DISTRICT
AMENDED (REF PL 522621) LYING SOUTH
OF R/W PL R66 EXC (1) PCL 1 (REF PL
(REF PL 1003131) & (2) PL 7805

Architect - Prime Consultant	Structural	Site	Mechanical	Electrical	Geotech
Cover Architectural Collaborative Inc.	EffiStruc Consulting Inc.	Highland Consulting LTD.	Rocky Point Engineering (Design-Build)	Ready Engineering (Design-Build)	Crowsnest Engineering
Contact: [REDACTED] email: [REDACTED] Cell: [REDACTED] Office: [REDACTED]	Contact: [REDACTED] email: [REDACTED] Cell: [REDACTED] Office: [REDACTED]	Contact: [REDACTED] email: [REDACTED] Cell: [REDACTED] Office: [REDACTED]	Contact: [REDACTED] email: [REDACTED] Cell: [REDACTED] Office: [REDACTED]	Contact: [REDACTED] email: [REDACTED] Cell: [REDACTED] Office: [REDACTED]	Contact: [REDACTED] email: [REDACTED] Cell: [REDACTED] Office: [REDACTED]

DRAWING LIST

Architectural	Structural	Site	Mechanical	Electrical	Geotech
Sheet Number	Sheet Name	C00 C02	GENERAL LAYOUT DETAILS		
A001	COVER SHEET				
A002	NOTES & ASSEMBLIES				
A003	CODE & BYLAW				
A004	LIFE SAFETY PLAN				
A101	DEMOLITION PLAN				
A102	OVERALL SITE PLAN & CONTEXT PLAN				
A103	NEW SITE PLAN				
A104	FOUNDATION PLAN				
A105	BASEMENT FLOOR PLAN				
A106	MAIN FLOOR PLAN				
A107	ROOF PLAN				
A108	REFLECTED CEILING PLAN - BASEMENT				
A109	REFLECTED CEILING PLAN - MAIN FLOOR				
A208	ELEVATIONS				
A209	ELEVATIONS				
A301	BUILDING SECTIONS				
A401	WALL SECTIONS				
A402	STAIR PLAN & SECTION				
A501	PLAN DETAILS				
A502	SECTION DETAILS				
A503	TYPICAL DETAILS				
A601	WASHROOM PLANS				
A701	WINDOW & DOOR SCHEDULE				

The proposed expansion to the Taghum Shell Gas Station (210m²) is an extension of the existing use of this Commercially-zoned lot. The expansion has been reviewed to be in alignment with the applicable "Community Guiding Principles" of the Official Community Plan for RDCK Electoral Area 'F' (Section 5.3). Further, '12.0 Commercial Land' and 12.3 Policies have been reviewed and form the guiding framework for the proposed development; specifically: accommodating on-site sewage disposal, trees planted along the west property line in consideration of adjacent lot, maintaining and enhancing existing commercial land uses, as well as incorporating the remaining criteria lettered b-d and f-h.



2023-01-25



These drawings are issued for permitting purposes only. Not intended for construction. If they are used for construction, COVER assumes no liability.
#6-320 Vernon St
Nelson BC V1L 4E4
250.364.4444
info@cover.ca

TAGHUM SHELL - EXPANSION

5644 Highway 3A West	STATUS
PROJECT CODE	SCHEMATIC
22132	DATE
SCALE	01-25-2023
1 1/2" = 1'-0"	

BC BUILDING CODE ANALYSIS – Taghum Shell

The following codes and regulations apply:

BCBC – British Columbia Building Code 2018
BCFC – British Columbia Fire Code 2012
Regional District of Central Kootenay Zoning Bylaw No. 1675 (2004)

Project Information

Building Area: 506.97 m² (5456.98 ft²)
Construction: Combustible & non-combustible
Building Height: 2 Storeys
Fire Protection: Non-sprinklered
Streets: Facing 1 street
Major Occupancy: E – Mercantile

1.3.3.3. Application of Part 9

- 1. Part 9 of Division B applies to all buildings described in Article 1.1.1.1. of 3 storeys or less in building height, having a building area not exceeding 600 m², and used for major occupancies classified as c) Group E, mercantile occupancies

1.4.1.2. Defined Terms

Heavy timber construction means that type of combustible construction in which a degree of fire safety is attained by placing limitations on the sizes of wood structural members and on the thickness and composition of wood floors and roofs and by the avoidance of concealed spaces under floors and roofs.

Major occupancy means the principal occupancy for which a building or part thereof is used or intended to be used, and shall be deemed to include the subsidiary occupancies that are an integral part of the principal occupancy.

Mercantile occupancy means the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.

3.1.17.1. Occupant Load Determination

- 1. The occupant load of a floor area or part of a floor area shall be based on c) the number of persons for which the area is designed, but not less than that determined from Table 3.1.17.1. for occupancies other than those described in Clauses (a) and (b), unless it can be shown that the area will be occupied by fewer persons.

Table 3.1.17.1. Business and personal services uses - offices 9.3 p.p. (sq m)
Mercantile uses - first storey 3.7 p.p. (sq m)
Other uses - kitchen 9.3 p.p. (sq m)
Other uses - storage 4.6 p.p. (sq m)

Occupant loads for the presented design:

Main Level: 74 occupants
Office uses (6.5 m2): 3 occupants
Mercantile uses (250 m2): 67 occupants
Kitchen (20.36 m2): 3 occupants
Storage (41.71 m2): 1 occupant
Basement Level: 5 occupants
Storage (242.2 m2): 5 occupants

3.7.2.2. Water Closets

- 2. If a single universal toilet room is provided in accordance with the requirements of Section 3.8., the total number of persons in the building used to determine the number of water closets to be provided, is permitted to be reduced by 10 before applying Sentences (6), (7), (8), (12), (13) or (14).
4. Both sexes are permitted to be served by a single water closet if the occupant load in an occupancy referred to in Sentence (6), (10), (12), (13), (14) or (16) is not more than 10.
12. Except as permitted by Sentence (4), the number of water closets required for a business and personal services occupancy shall conform to Table 3.7.2.2.B
13. Except as permitted by Sentences (4) and (16), the number of water closets required for a mercantile occupancy shall be at least one for each 300 males and one for each 150 females.
14. Except as permitted by Sentence (4), the number of water closets required for an industrial occupancy shall conform to Table 3.7.2.2.C
Main Level: mercantile incl. kitchen (48 occupants) - 1 Water Closets for Each Sex.
Main Level: storage incl. office (2 occupants) - 1 Water Closets for both sexes according to sentence (4).
Basement Level: mercantile option (51 occupants) - 1 Water Closet for Each Sex.
Basement Level: office option (21 occupants) - 1 Water Closets for Each Sex.
Basement Level: storage option (4 occupants) - 1 Water Closets for both sexes according to sentence (4).

3.7.2.10. Accessible Washrooms

- 9. A universal toilet room shall have:
a) a floor space of not less than 3.7m² with no dimensions less than 1700mm when the door swings out and 4.0m² with no dimensions less than 1800 mm when the door swings in.

3.8.2.1. Applications and Exemptions

- 1. Except as provided in Sentence (2), access shall be provided to all storeys of buildings of new construction.
2. This subsection does not apply to:
a) the storey next above or below the accessible storey in a building not more than two storeys in building height, provided the storeys next above or below the accessible storey.
i) is less than 600m² in floor area,
ii) does not contain facilities integral to the principle function of the accessible storey.

3.8.2.3. Specific Requirements

- 1. Except where stated otherwise buildings and occupancies to which this Subsection applies shall, in addition to the requirements listed for specific occupancies, have
a) access from the street to at least one main entrance conforming to Article 3.8.3.5.,
b) where off-street parking is provided for persons with disabilities, access from the parking area to an entrance conforming to Article 3.8.3.5. that serves the parking area unless the entrance in Clause (a) is located so as to conveniently serve both the parking area and the street,
c) access to all areas where work functions can reasonably be expected to be performed by persons with disabilities,
d) accessible washrooms conforming to Sentence (2), and
e) on each floor area to which access is required, egress conforming to Article 3.8.3.19.
2. In buildings and occupancies where water closets are required,
a) at least one universal toilet room that conforms to Sentence 3.7.2.10(9) shall be provided

3.8.2.36. Mercantile Occupancies

- b) In Group E buildings, access shall be provided to all public facilities and to all areas to which the public is admitted.

3.8.3.4. Parking stalls for persons with disabilities

- 2. Where more than 50 parking stalls are provided, parking stalls for persons with disabilities shall be provided in the ratio of 1 for every 100 or part thereof.

9.5.2.1. General (Access for Persons with Disabilities)

- 1. Every building shall be designed in conformance with Section 3.8

9.5.5.5. Doorways to Public Water-Closet Rooms

- 1. Doorways to public water-closet rooms shall be not less than 810 mm wide and Ø30 mm high.

9.10.6.2. Heavy Timber

- 1. Heavy timber construction shall be considered to have a 45 min fire-resistance rating when it is constructed in accordance with the requirements for heavy timber construction in Article 3.1.4.7.

9.8.2.1. Stair Width

- 3. Required exit stairs and public stairs serving buildings of other than residential occupancy shall have a width of not less than the greater of
a) 900 mm, or
b) 8 mm per person based on the occupant load limits specified in Table 3.1.17.1. (N/A)

9.8.3.3. Maximum Height of Stairs

- 1. The vertical height of any flight of stairs shall not exceed 3.7 m.

9.8.4.1. Dimensions for Risers

Max. 180 mm, min. 125 mm,

9.8.4.2. Dimensions for Rectangular Treads

Run: min. 280 mm
Tread depth: min. 280mm

9.8.4.7. Tactile Warning

- 1. Stairs shall be provided with tactile warning strips conforming to Article 3.8.3.11., except for b) exit stairs not normally used for access purposes, and

9.8.7.1. Required Handrails

Stairs 1100 mm wide or more: handrails on both sides

9.8.7.4. Height of Handrails

Min. 865 mm, max. 965 mm

9.8.8.3. Height of Guards

- 4. Guards for flights of steps, except in required exit stairs, shall be not less than 900 mm high.

9.9.1.3. Occupant Load

- 1. Except for dwelling units, the occupant load of a floor area or part of a floor area shall be the number of persons for which such areas are designed, but not fewer than that determined from Table 3.1.17.1., unless it can be shown that the area will be occupied by fewer persons.

9.9.3.2. Exit Width

- 1. Except for doors and corridors, the width of every exit facility shall be not less than 900 mm.

9.9.3.3. Width of Corridors

- 1. The width of every public corridor, corridor used by the public, and exit corridor shall be not less than 1100 mm.

9.9.4.2. Fire Separation for Exits

- 1. Except as provided in Sentences (2) and (5) and Article 9.9.8.5., every exit other than an exterior doorway shall be separated from each adjacent floor area or from another exit
a) where there is a floor assembly above the floor area, by a fire separation having a fire-resistance rating not less than that required for the floor assembly above the floor area (see Article 9.10.9.10.), and
b) where there is no floor assembly above the floor area, by a fire separation having a fire-resistance rating not less than the greater of
i) that required by Subsection 9.10.8. for the floor assembly below, or
ii) 45 min.
3. A fire separation common to 2 exits shall be smoke-tight and not be pierced by doorways, duct work, piping or any other opening that may affect the continuity of the separation.
4. A fire separation that separates an exit from the remainder of the building shall have no openings except those for electrical wiring, noncombustible conduit and noncombustible piping that serve only the exit, and for standpipes, sprinkler piping, exit doorways and wired glass and glass block permitted in Article 9.9.4.3.

9.9.6.3. Clear Opening Width at Doorways

Exits and access to exits: min. 800mm if one leaf, 1210mm if two active leaves

9.9.8.2. Number of Required Exits

- 1. Except as provided in Sentence (2) and Subsection 9.9.9., at least 2 exits shall be provided from every floor area, spaced so that the travel distance to the nearest exit is not more than
c) 30 m for all other occupancies.

9.10.2.1. Occupancy Classification

- 1. Except as provided in Article 9.10.2.2. (N/A), every building or part thereof shall be classified according to its major occupancy as belonging to one of the groups or divisions described in Table 9.10.2.1.

Group E – Mercantile Occupancies

9.9.11.3. Exit Signs

None required.

9.10.8.1. Fire-Resistance Ratings for Floors and Roofs

Mercantile Occupancy, 2 storeys:
Floors except floors over crawl spaces: 45 min FRR
Roofs: N/A

9.10.8.3. Fire-Resistance Ratings for Walls, Columns and Arches

- 1. Except as otherwise provided in this Subsection, all loadbearing walls, columns and arches in the storey immediately below a floor or roof assembly shall have a fire-resistance rating of not less than that required for the supported floor or roof assembly.

9.10.9.4. Floor Assemblies

- 1. Except as permitted in Sentences (2) to (4) (N/A), all floor assemblies shall be constructed as fire separations.

9.10.10.3. Separation of Service Rooms

- 1. Except as provided in Sentence (2) and Articles 9.10.10.5. and 9.10.10.6. (N/A) service rooms shall be separated from the remainder of the building by a fire separation having a fire-resistance rating of not less than 1 h when the floor area containing the service room is not sprinklered.
2. Where a room contains a limited quantity of service equipment and the service equipment does not constitute a fire hazard, the requirements in Sentence (1) shall not apply.

9.10.10.6. Storage Rooms

- 1. Rooms for the temporary storage of combustible refuse in all occupancies or for public storage in residential occupancies shall be separated from the remainder of the building by a fire separation having not less than a 1 h fire-resistance rating, except that a 45 min fire separation is permitted where the fire-resistance rating of the floor assembly is not required to exceed 45 min, or where such rooms are sprinklered.

9.10.14.4. Openings in Exposing Building Face

See attached letter regarding exposing building face.

9.10.20.3. Fire Department Access to Buildings

- 1. Access for fire department equipment shall be provided to each building by means of a street, private roadway or yard. (See Appendix A and A-3.2.5.6.(1) in Appendix A.)
2. Where access to a building as required in Sentence (1) is provided by means of a roadway or yard, the design and location of such roadway or yard shall take into account connection with public thoroughfares, weight of firefighting equipment, width of roadway, radius of curves, overhead clearance, location of fire hydrants, location of fire department connections and vehicular parking.

9.31.1.1. Application (Plumbing Facilities)

- 3. In occupancies other than dwelling units, plumbing facilities, grab bars, floor drains, and floor and wall finishes around urinals shall conform to Subsection 3.7.2. (See also Article 3.7.2.10. regarding accessible plumbing facilities.)

National Energy Code of Canada for Buildings 2015 – Taghum Shell

3.2.2. Above-ground Components of the Building Envelope

Table 3.2.2.2. Overall Thermal Transmittance of Above-ground Opaque Building Assemblies

Table with 2 columns: Component, Heating Degree-Days of Building Location, in Celsius Degree-Days. Includes rows for Walls, Roofs, Floors, and Maximum Overall Thermal Transmittance.

3.2.2.3. Thermal Characteristics of Fenestration

Table 3.2.2.3. Overall Thermal Transmittance of Fenestration

Table with 2 columns: Component, Heating Degree-Days of Building Location, in Celsius Degree-Days. Includes rows for All fenestration and Maximum Overall Thermal Transmittance.

3.2.2.4. Thermal Characteristics of Doors and Access Hatches

Table 3.2.2.4. Overall Thermal Transmittance of Doors

Table with 2 columns: Component, Heating Degree-Days of Building Location, in Celsius Degree-Days. Includes row for All doors and Maximum Overall Thermal Transmittance.

3.2.3. Building Assemblies in Contact with the Ground

3.2.3.1. Thermal Characteristics of Walls in Contact with the Ground

Table 3.2.3.1. Overall Thermal Transmittance of Building Assemblies in Contact with the Ground

Table with 2 columns: Above-ground Opaque Building Assembly, Heating Degree-Days of Building Location, in Celsius Degree-Days. Includes rows for Walls, Roofs, Floors, and Maximum Overall Thermal Transmittance.

BYLAW REVIEW

DIVISION 32 NEIGHBOURHOOD COMMERCIAL (C1)

Permitted Uses

3200 Land, buildings and structures in the Neighbourhood Commercial (C1) zone shall be used for the following purposes only:

- Cannabis Retail Stores
Horticulture
Farmer's Market
Mixed Use Developments
Offices
Pubs
Personal Service Establishments
Recycling Depot
Restaurants
Retail Stores
Service Stations
Tourist Accommodation
Accessory Uses:
Accessory Buildings and Structures
One Dwelling Unit.

Development Regulations

Table with 4 columns: Division, Section, Description, and Requirements. Includes rows for 3201 (Site area, Mixed Use, Coverage, Commercial Area) and 3204 (Landscaping).

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Table with 3 columns: NO, DATE, DESCR PTION. Includes row for 23/01/25 ISSUED FOR DEVELOPMENT PERMIT.



2023-01-25



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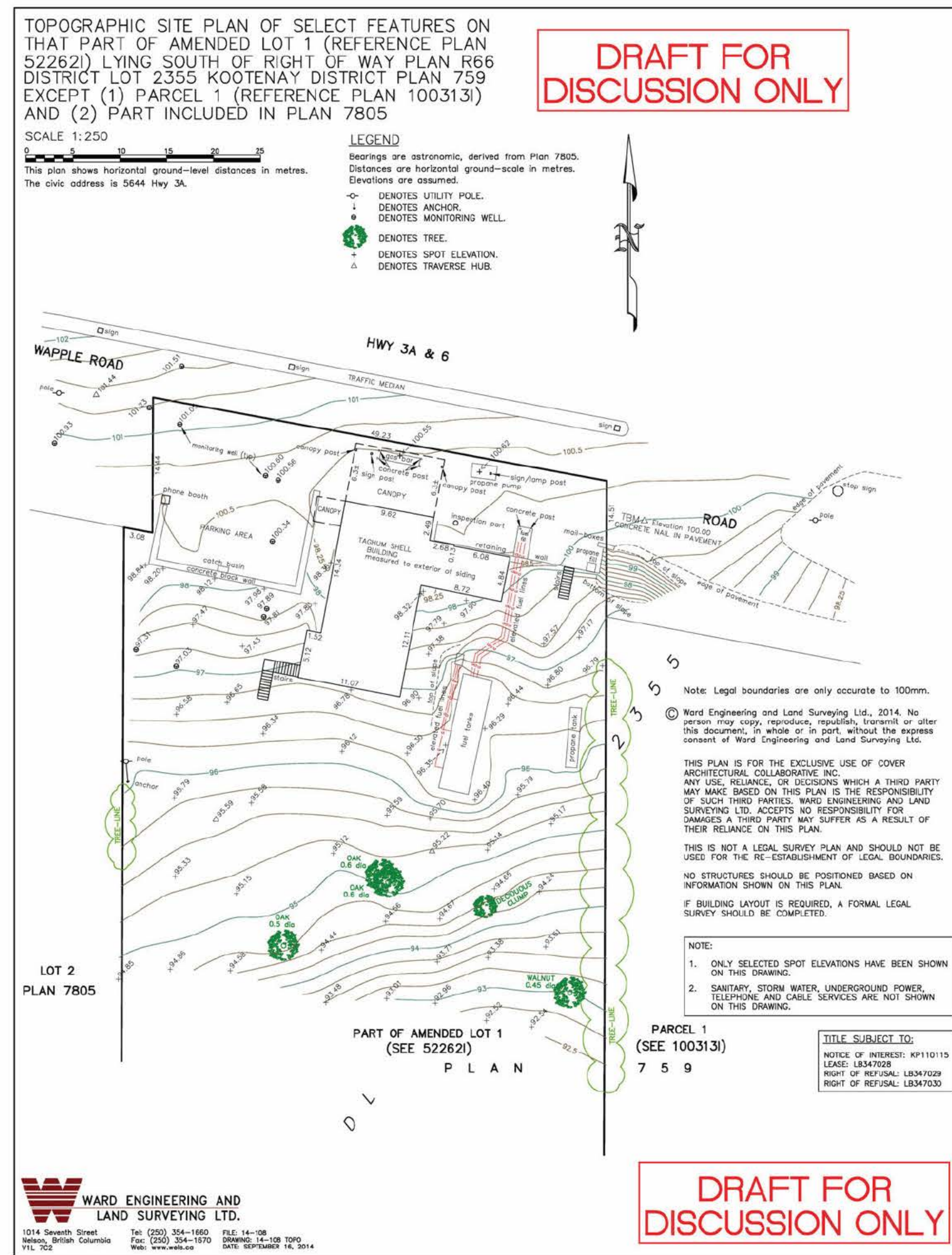
TAGHUM SHELL - EXPANSION

Table with 2 columns: PROJECT CODE, STATUS. Includes rows for 22132 SCHEMATIC, SCALE DATE, 1:10 01-25-2023.

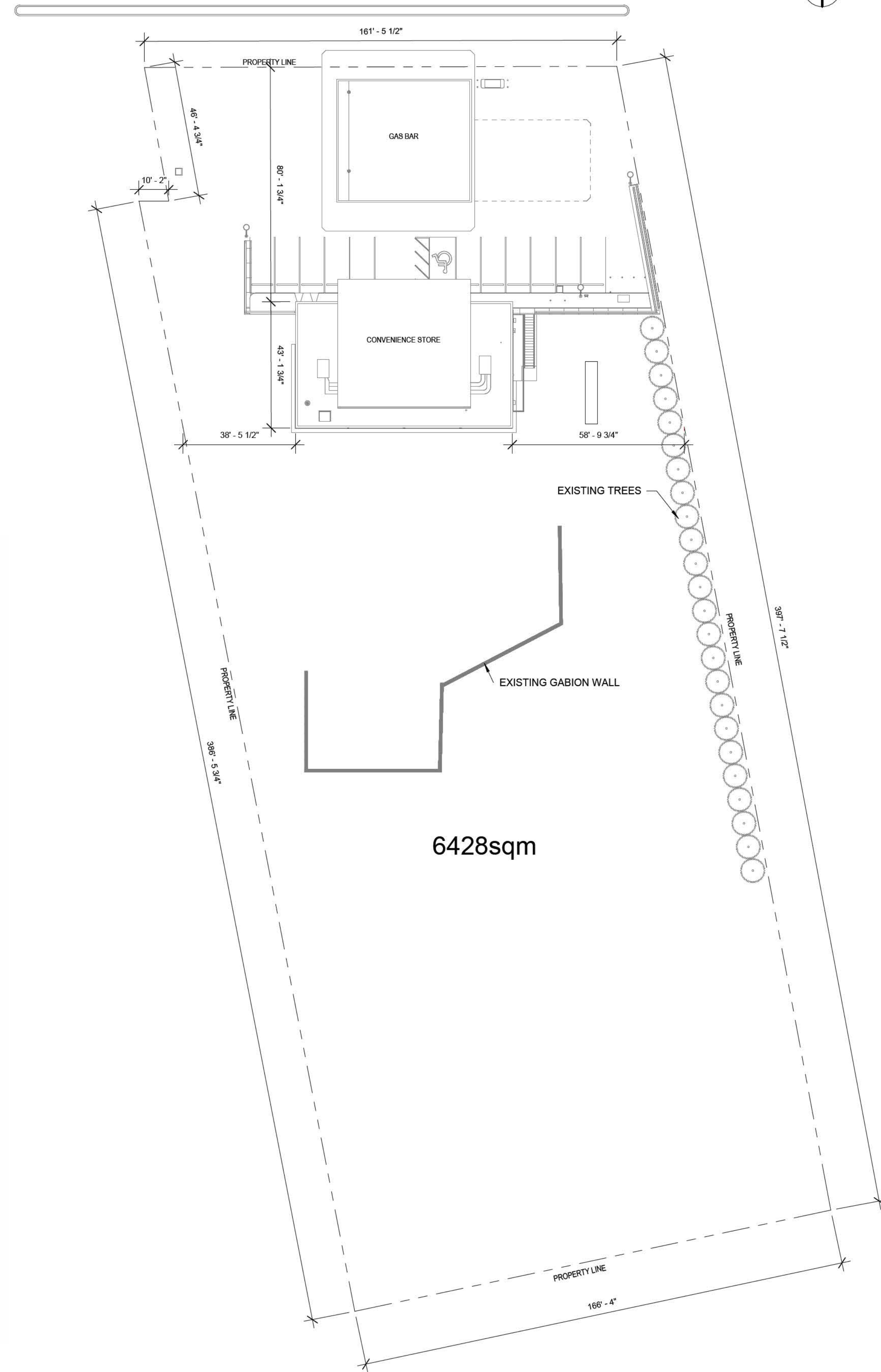
CODE & BYLAW SHEET A003



1 SITE CONTEXT
1 : 500



3 EXISTING SURVEY
1 : 500



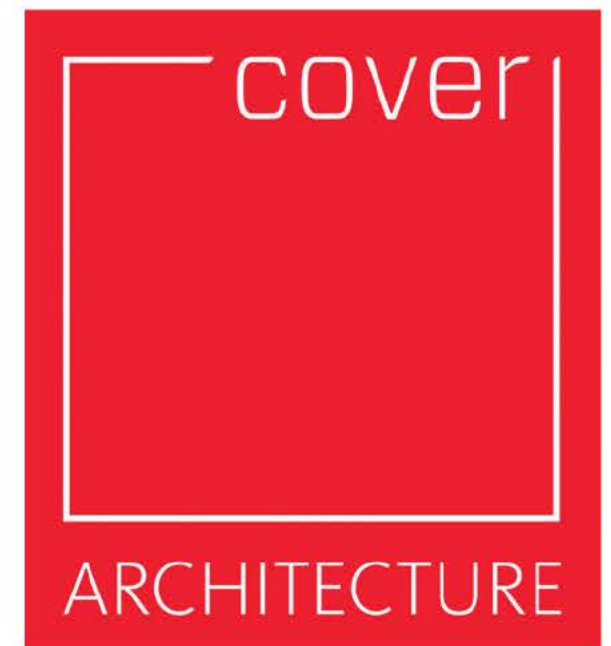
Site is supplied by a community water system.
 New septic system design by others

2 OVERALL EXISTING SITE PLAN
1 : 300



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2	23/01/25	ISSUED FOR DEVELOPMENT PERMIT

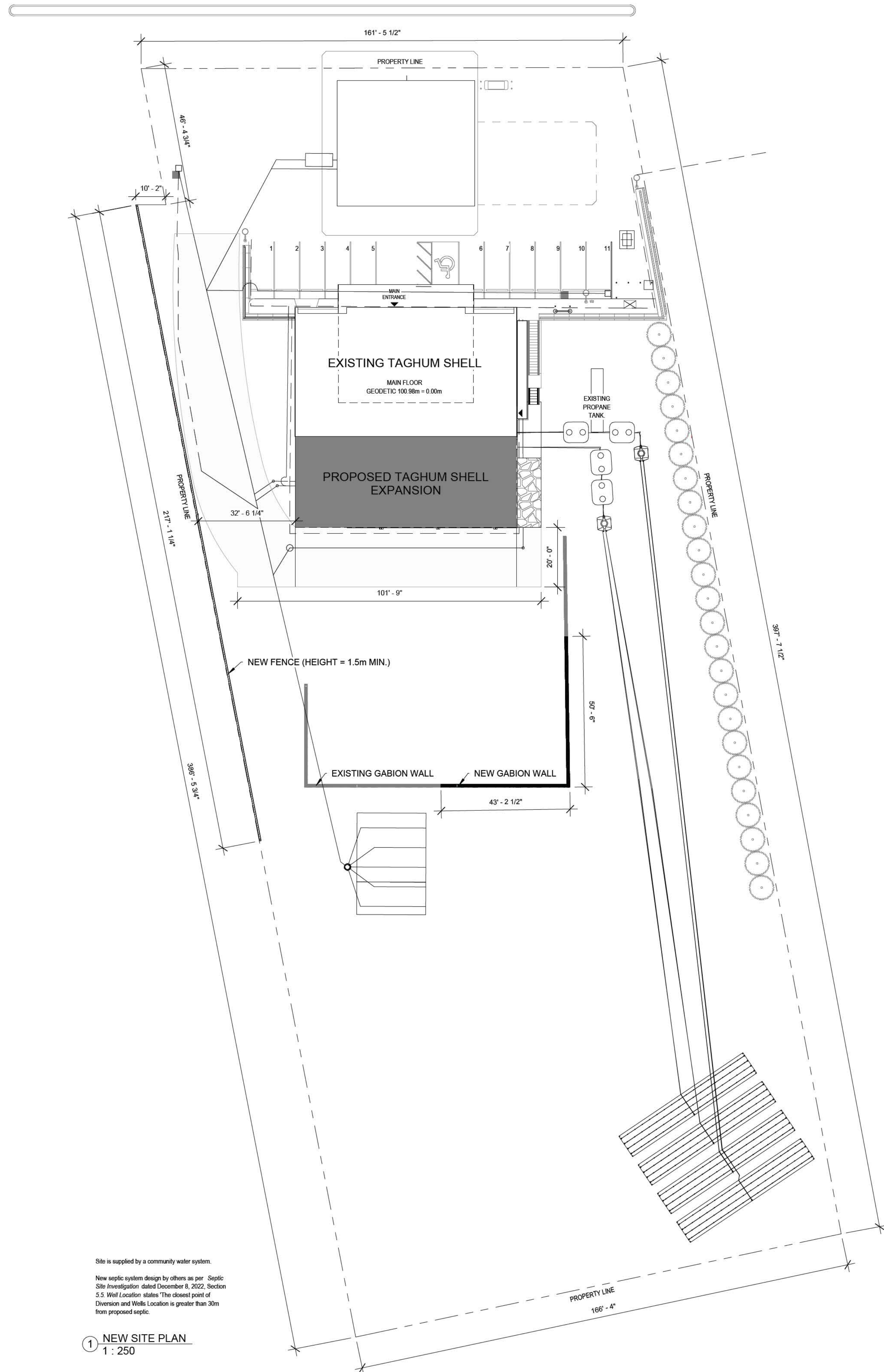


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TAGLUM SHELL - EXPANSION

5644 Highway 3A West	
PROJECT CODE	STATUS
22132	SCHEMATIC
SCALE	DATE
As indicated	01-25-2023

OVERALL SITE PLAN & CONTEXT PLAN
 SHEET
A102



Site is supplied by a community water system.
 New septic system design by others as per Septic Site Investigation dated December 8, 2022. Section 5.2 Well Location states "The closest point of Diversion and Wells Location is greater than 30m from proposed septic."

1 NEW SITE PLAN
1 : 250

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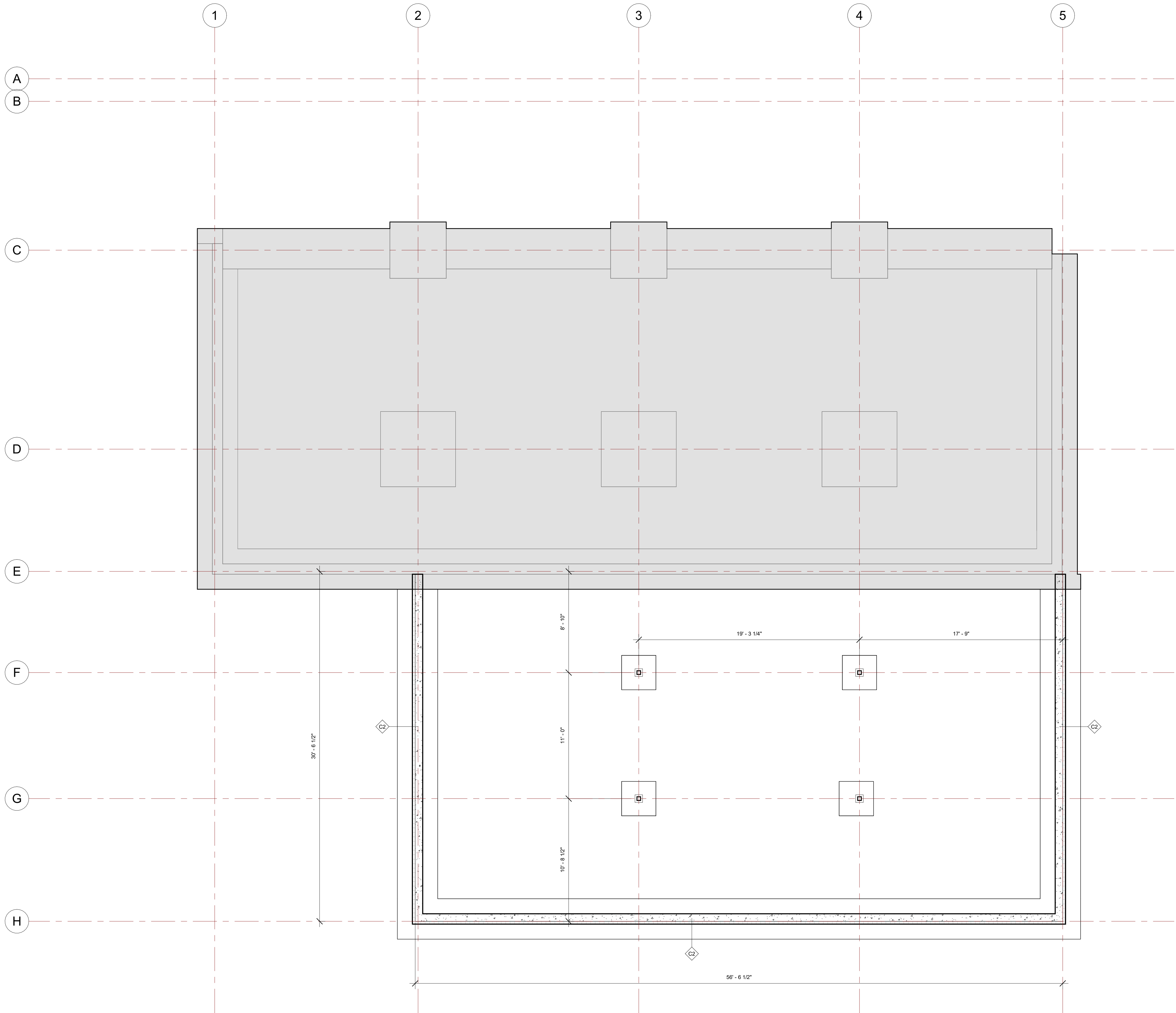
TAGHUM SHELL - EXPANSION

5644 Highway 3A West	STATUS
PROJECT CODE	SCHEMATIC
22132	DATE
SCALE	01-25-2023
1 : 250	

NEW SITE PLAN SHEET A103

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1 FOUNDATION PLAN
1 : 50



2023-01-25



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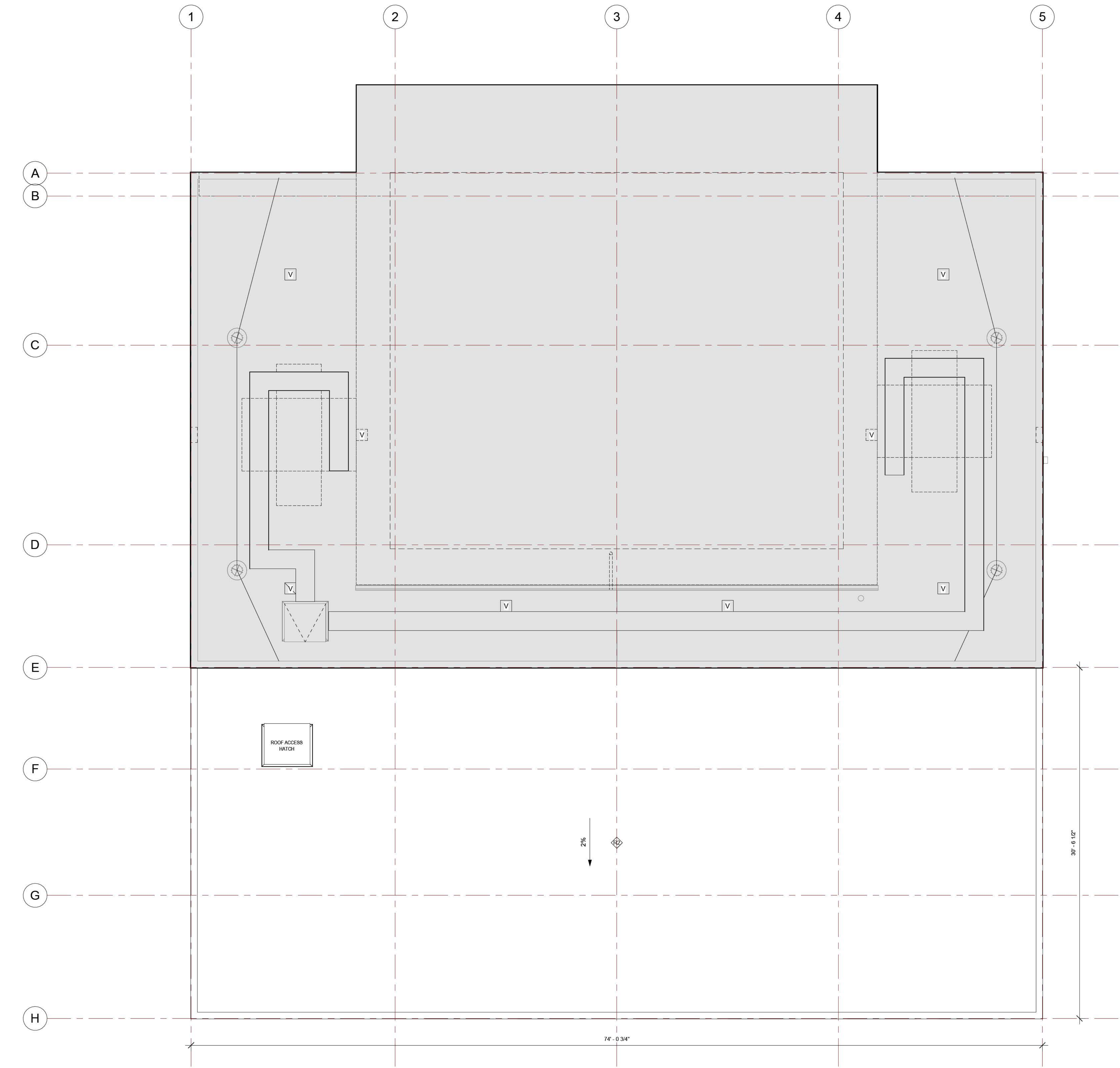
TAGHUM SHELL - EXPANSION

5644 Highway 3A West

PROJECT CODE	STATUS
22132	SCHEMATIC
SCALE	DATE
1 : 50	01-25-2023

FOUNDATION PLAN
SHEET
A104

2023-01-25 11:48 PM



1 ROOF PLAN
1 : 50



NOTE:
ALL PENETRATIONS THROUGH ROOF MEMBRANE TO MEET BCBC WARRANTEE REQUIREMENTS. SEE ALSO TYPICAL DETAILS ON DRAWING A503

SEE PLAN FOR ROOF AND WALL VENT LOCATIONS. CONTRACTOR TO ENSURE UNCONDITIONED ATTIC SPACE ABOVE INSULATION IS VENTED AS REQUIRED TO MEET REQUIREMENTS OF BCBC PART 5.

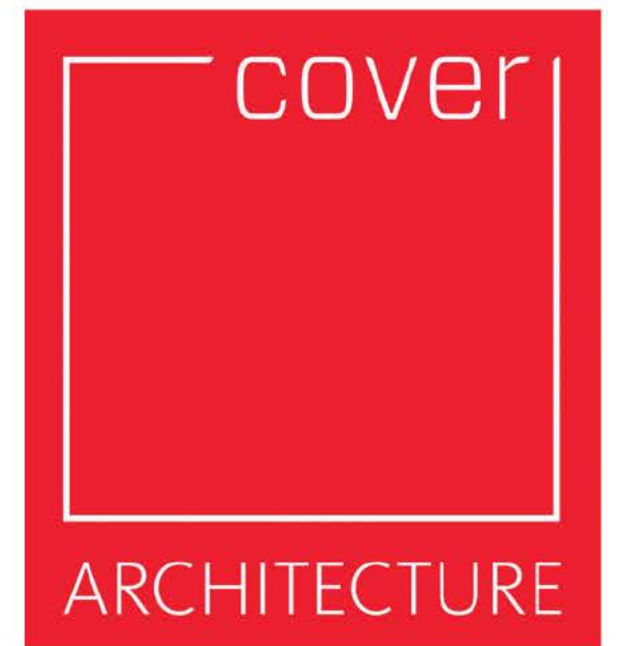
CONFIRM ALL RTU LOCATIONS, INCLUDING REFRIGERATOR RTUS (NOT SHOWN) ON SITE PRIOR TO CONSTRUCTION. EXTEND SERVICE WALKWAY AROUND ALL RTUS INCLUDING REFRIGERATOR RTUS (NOT SHOWN). CO-ORDINATE ON SITE.

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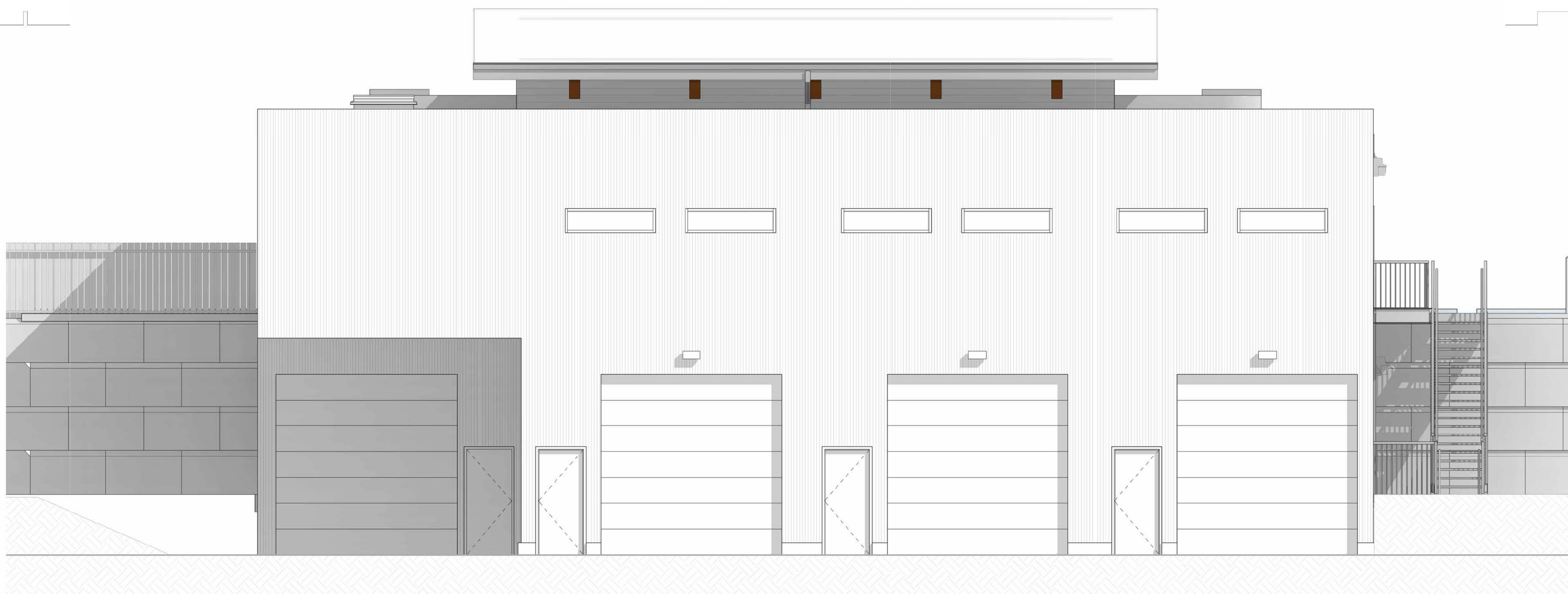
5644 Highway 3A West

PROJECT CODE 22132	STATUS SCHEMATIC
SCALE 1 : 50	DATE 01-25-2023

ROOF PLAN
SHEET
A107



① NORTH ELEV.
1 : 50



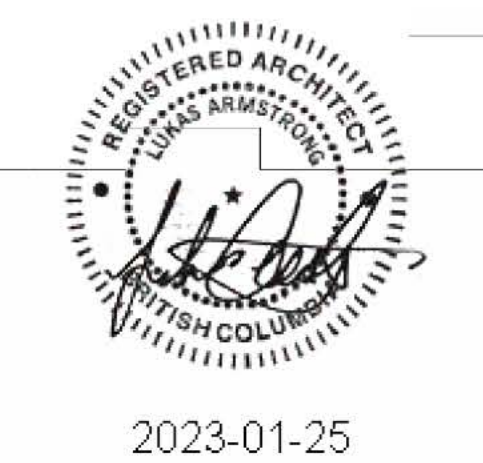
② SOUTH ELEV.
1 : 50

EXTERIOR FINISHES KEY

- M1 METAL CLADDING SYSTEM - CHARCOAL GREY
- M2 METAL CLADDING SYSTEM - LIGHT GREY
- M3 PREFINISHED METAL FASCIA - CHARCOAL GREY
- ST1 STONE VENEER CLADDING SYSTEM - BLACK SLATE
- WD1 WOOD CLADDING SYSTEM
- WD2 T&G WOOD SOFFIT
- WD3 HEAVY TIMBER WOOD STRUCTURE
- GL1 GLAZING UNITS AS SCHEDULED
- PT1 STEEL COLUMNS - PAINTED COLOUR TO MATCH CLADDING: CHARCOAL GREY
- PT2 METAL DOORS & FRAMES - PAINTED COLOUR TO MATCH CLADDING: CHARCOAL GREY
- PT3 PREFINISHED METAL STAIR / RAILING COLOUR TO MATCH CLADDING: CHARCOAL GREY

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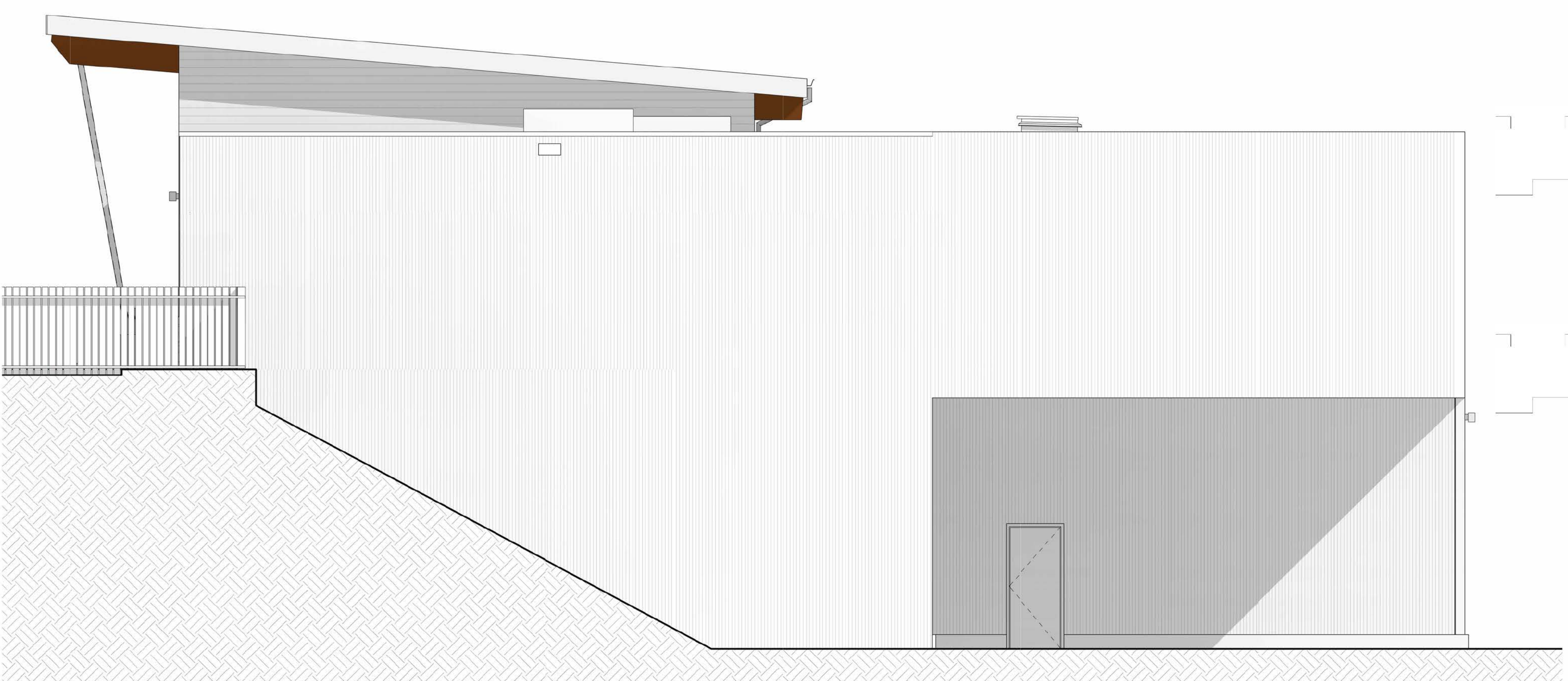
**ELEVATIONS
SHEET
A208**

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2	23/01/25	ISSUED FOR DEVELOPMENT PERMIT



① EAST ELEV.
1 : 50



② WEST ELEV.
1 : 50



2023-01-25



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TAGHUM SHELL - EXPANSION

5644 Highway 3A West

PROJECT CODE	STATUS
22132	SCHEMATIC
SCALE	DATE
1 : 50	01-25-2023

Zachari Giacomazzo

From: Liz k [REDACTED]
Sent: July 1, 2024 9:06 AM
To: RDCK Info; Planning
Subject: bylaw amendment Z2406F

You don't often get email from eakunkle@gmail.com. [Learn why this is important](#)

CAUTION This email originated from outside the organization. Please proceed only if you trust the sender.

Good Morning,

I am writing to oppose the rezoning from C1 to C2 involving the property on 5644 Highway 3A.

The earlier renovation to its current size has changed the living experience for the neighbours and to increase its size will impose less privacy, more noise and decrease their quality of living.

While the business is valuable and an asset to our area there should be limits to how such a business among residential areas affect people in rural areas. The noise, light pollution, vehicle emissions, traffic, decreased privacy and obstructed views are not acceptable.

The renovations and expansion would no doubt increase the value of the asset for the business owner but it will continue to decrease the value of the residential properties bordering it. Is the RDCK and Nelson going to compensate the neighbours by lowering their property taxes .

Sincerely,

Elizabeth Kunkle

Zachari Giacomazzo

From: [REDACTED]
Sent: June 25, 2024 7:52 AM
To: Planning; Zachari Giacomazzo
Cc: [REDACTED]
Subject: Land use plan z2406G
Attachments: rdck_development_concern.pdf; Gmail - neighbors.PDF; Fwd_ development permit complaint.PDF

[Some people who received this message don't often get email from kjlaron23@proton.me. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION

This email originated from outside the organization. Please proceed only if you trust the sender.

Good morning, in response to the proposal for file z2406f, taghum shell development please find our concerns attached Included is historical concerns brought forward after the initial development of the property. Also the email history of the stop work request.

I can be reached for questions anytime

[REDACTED]

Regards
Jason Larson

Subject : Zoning Bylaw Amendment App Z2406F

Areas for concern

Owners History of Bad Faith

Email from 2017-06-06 – email acknowledged from Cam Robertson, no follow up, no action

Items noted in email, dust mitigation, fencing – parking screening (offered at our expense but on Shell property), dumpster location – safety leading out of our driving, fencing to screen garbage collection around the dumpster

Backyard location of discarded items from Shell, old sign, storage container, other miscellaneous garbage items

Landscaping designated in original development permit not adhered too – weeds, long grass around entire property is example

We expressed safety concern on snowplowing, owners create high snow banks around the front of the driveway making exiting onto Wapple road difficult

Knowingly pushing possibly contaminated material into our front yard where our water well exists.

We have politely asked them to not push the snow off their lot into our yard with no avail.

Repurposed old banged up concrete blocks to face our property rather than use new ones, neither which met RDCK standard for appearance.

March 2022, Owners started developing additional parking area with unexpected gabian walls claiming they had the development permit, RDCK issued a Stop Work order.

Owners have Zero credibility in upholding agreements or being respectful neighbors, we have 23 year of history with them to make this decision, they are enthusiastic business owners but lousy neighbors

Vehicle Noise concerns

Driving entering and exiting the staff area is steep, vehicles leaving have to accelerate and exhaust noise is quite loud – ie red truck without MOT approved muffler – exceeds 80 DB – accelerates heavily out of the shell creating excessive noise

If increased delivery is to the rear of the Shell the larger delivery trucks will have to accelerate more and there will be a substantial increase in noise

Backup alarms from delivery vehicles

Noise from lift gates on delivery trucks

Operating hours noise

Currently garbage is collected at 615 to 630 on Tuesdays, other delivery vehicles arrive sometimes as early as 545 – what will be used to enforce some quiet hours of neighborhood

Lights on building- what is the enforceable limit to hours which building lights are on?

HVAC noise

If there is more cooling required in the building as a result of grocery and expanded liquor sales, what screening is required to soften the noise from the HVAC equipment, existing unit hammers on and off constantly all night

Snow Clearing

With increase in parking and delivery to the rear of the building an increased amount of time needed for snow clearing will required, what are the enforceable hours for this? Currently it occurs at any and all hours without regard for time of day

Building Lights

Existing building lights illuminate our house and yard, with expanded parking area for employee safety lighting will likely be increased – what will be used to reduce or eliminate this light pollution, In other jurisdiction it is common to design lighting that does not extend beyond border of property RDCK has yet to adopt any Light Pollution bylaw

Dust from driveway and parking area

Currently the existing development permit required some type of dust mitigation, the owners have shown no effort to mitigate this

Privacy/Safety concern

With the increase in traffic to the Shell we frequently have people parked in our driveway, blocking our driveway

Urinating in our front yard or near the top of the driveway by dumpsters

Intoxicated customers parking in our driveway, getting sold additional alcohol and driving impaired away from the Shell

Proposed fencing height of 1.5 meters is wholly inadequate for useful screening, 3m or 10 ft would be a minimum height with extensive vegetation screen to mitigate dust, noise etc

Fence should be constructed with picket side facing neighbors and existing fence removed and corrected with new properly stained durable material.

What enforcement exists to ensure that the required vegetation screen and fence screen is maintained

Staff area

Staff will take breaks in vehicles which includes idling vehicle and playing music in car, with the cars being parked along the building the noise is manageable however once parking is on the gabion wall the parking is the same level as our windows and above our backyard patio, will lose any sense of enjoyment of our backyard area

Future Commercial property use

Cannabis sales, increases potential for intoxication of customers, not enough time available for existing staff to assess state of clarity

What are the hours of business for c2 property

Owners had previously rented basement space of old building as a Sound studio and we frequently had to ask them to stop playing music at 130am – no assistance offered by owners to curtail this behavior

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2979

A Bylaw to amend Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Bylaw No. 2741, 2021

WHEREAS the Regional District has established regulations for the provision of Fire Services in a Defined Portion of Rural Electoral Area G (Rural Salmo) with the adoption of Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2741, 2021;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Bylaw No. 2741, 2021, to ensure compliance with the Fire Safety Act.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

1. That Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Bylaw No. 2741, 2021 be amended as follows

a) Section 1 Definitions be amended to include:

BC Fire Code means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

Fire Commissioner means the fire commissioner appointed pursuant to the Fire Safety Act;

Fire Safety Inspection means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

Fire Investigation means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

Fire Inspector means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

Fire Investigator means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

b) Section 1 Definitions be amended to delete:

LAFC means Local Assistant to the Fire Commissioner as defined in the Fire Services Act;

- c) Section 1 Definitions be amended to delete definition of Fire Protection in it's entirety and replaced with:

Fire Protection means all aspects of fire safety and includes:

- (a) Fire prevention;
- (b) Fire fighting;
- (c) Fire suppression;
- (d) Fire Safety Inspections;
- (e) Fire Investigations;
- (f) pre-fire planning;
- (g) inspecting, monitoring and advising on Hazardous Materials storage and handling;
- (h) public education and information in relation to fire safety and prevention; and
- (i) training, advising and other development of Members in relation to the activities listed as (a) to (h).

- d) Section 5 Regional Fire Chief's Authority And Responsibilities Part 2 be deleted in it's entirety and replaced with:

(2) The Regional Fire Chief is authorized to:

- (a) enforce Regional District bylaws, rules, Orders and regulations;
- (b) develop and enforce the agreements and contractual arrangements required for the provision of service;
- (b) Review and make recommendations to the Board regarding the proposed budgets submitted for the provision of Fire Protection, Assistance Response and Associated Services; and
- (c) delegate authority as required.

- e) Section 6 Municipal Fire Chief's Authority And Responsibilities Part 4 be deleted in it's entirety and replaced with:

(4) The Municipal Fire Chief is authorized to:

- (a) administer this bylaw;
- (b) make provisions for Fire Protection and Assistance Response as permitted under This Bylaw;
- (c) enforce Regional District bylaws, rules, Orders and regulations respecting fire prevention and suppression and the protection of life and property and take measure to prevent and suppress fires;
- (d) collect and disseminate information in regard to fires in the fire protection service area;
- (e) organize or authorize programs designed to inform the public or specified classes of the public on matters regarding fire safety, use of flammable/ combustible materials, prevention, containment, or suppression of fires or other emergencies and escape from fires or other emergencies; and
- (f) provide advice and make recommendation to the Regional Fire Chief, other Members of the Fire Department and the public, as appropriate, in relation to:
 - i. the provision of adequate water supply and pressure in relation to firefighting;

- ii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
- (g) carry out the role of Fire Investigator; and
- (h) carry out the role of Fire Inspector.

2. This Bylaw may be cited as “Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Amendment Bylaw No. 2979, 2024”

READ A FIRST TIME this 17th day of October, 2024.

READ A SECOND TIME this 17th day of October, 2024.

READ A THIRD TIME this 17th day of October, 2024.

ADOPTED this 17th day of October, 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2980

A Bylaw to amend Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Bylaw No. 2742, 2021

WHEREAS the Regional District has established regulations for the provision of Fire Services in a Defined Portion of Rural Electoral Area K (Rural Nakusp) with the adoption of Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2742, 2021;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Bylaw No. 2742, 2021, to ensure compliance with the Fire Safety Act.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

1. That Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Bylaw No. 2742, 2021 be amended as follows

a) Section 1 Definitions be amended to include:

BC Fire Code means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

Fire Commissioner means the fire commissioner appointed pursuant to the Fire Safety Act;

Fire Safety Inspection means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

Fire Investigation means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

Fire Inspector means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

Fire Investigator means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

b) Section 1 Definitions be amended to delete:

LAFC means Local Assistant to the Fire Commissioner as defined in the Fire Services Act;

c) Section 1 Definitions be amended to delete definition of Fire Protection in it's entirety and replaced with:

Fire Protection means all aspects of fire safety and includes:

- (a) Fire prevention;
- (b) Fire fighting;
- (c) Fire suppression;
- (d) Fire Safety Inspections;
- (e) pre-fire planning;
- (f) Fire Investigation;
- (g) inspecting, monitoring and advising on Hazardous Materials storage and handling;
- (h) public education and information in relation to fire safety and prevention; and
- (i) training, advising and other development of Members in relation to the activities listed as (a) to (h).

d) Section 5 Regional Fire Chief's Authority And Responsibilities Part 2 be deleted in it's entirety and replaced with:

(2) The Regional Fire Chief is authorized to:

- (a) enforce Regional District bylaws, rules, Orders and regulations;
- (b) develop and enforce the agreements and contractual arrangements required for the provision of service;
- (b) Review and make recommendations to the Board regarding the proposed budgets submitted for the provision of Fire Protection, Assistance Response and Associated Services; and
- (c) delegate authority as required.

e) Section 6 Municipal Fire Chief's Authority And Responsibilities Part 4 be deleted in it's entirety and replaced with:

(4) The Municipal Fire Chief is authorized to:

- (a) administer this bylaw;
- (b) enforce Regional District bylaws, rules, Orders and regulations respecting fire prevention and suppression and the protection of life and property and take measure to prevent and suppress fires;
- (c) provide advice and make recommendation to the Regional Fire Chief, other Members of the Fire Department and the public, as appropriate, in relation to:
 - i. the provision of adequate water supply and pressure in relation to firefighting;
 - ii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
- (d) carry out the role of Fire Investigator; and
- (e) carry out the role of Fire Inspector.

2. This Bylaw may be cited as **"Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Amendment Bylaw No. 2980, 2024"**

READ A FIRST TIME this 17th day of October, 2024.

READ A SECOND TIME this 17th day of October, 2024.

READ A THIRD TIME this 17th day of October, 2024.

ADOPTED this 17th day of October, 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2981

A Bylaw to amend Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Bylaw No. 2743, 2022

WHEREAS the Regional District has established regulations for the provision of Fire Services in a Defined Portion of Rural Electoral Area J (Fairview) with the adoption of Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Bylaw No. 2743, 2022;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Bylaw No. 2743, 2022, to ensure compliance with the Fire Safety Act.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

1. That Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Bylaw No. 2743, 2022 be amended as follows

a) Section 1 Definitions be amended to include:

BC Fire Code means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

Fire Commissioner means the fire commissioner appointed pursuant to the Fire Safety Act;

Fire Safety Inspection means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

Fire Investigation means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

Fire Inspector means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

Fire Investigator means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

b) Section 1 Definitions be amended to delete:

LAFC means Local Assistant to the Fire Commissioner as defined in the Fire Services Act;

c) Section 1 Definitions be amended to delete definition of Fire Protection in it's entirety and replaced with:

Fire Protection means all aspects of fire safety and includes:

- (a) Fire prevention;
- (b) Fire fighting;
- (c) Fire suppression;
- (d) Fire Safety Inspections;
- (e) pre-fire planning;
- (f) Fire Investigation;
- (g) inspecting, monitoring and advising on Hazardous Materials storage and handling;
- (h) public education and information in relation to fire safety and prevention; and
- (i) training, advising and other development of Members in relation to the activities listed as (a) to (h).

d) Section 5 Regional Fire Chief's Authority And Responsibilities Part 2 be deleted in it's entirety and replaced with:

(2) The Regional Fire Chief is authorized to:

- (a) enforce Regional District bylaws, rules, Orders and regulations;
- (b) develop and enforce the agreements and contractual arrangements required for the provision of service;
- (b) review and make recommendations to the Board regarding the proposed budgets submitted for the provision of Fire Protection, Assistance Response and Associated Services; and
- (c) delegate authority as required.

e) Section 6 Municipal Fire Chief's Authority And Responsibilities Part 3 be deleted in it's entirety and replaced with:

(4) The Municipal Fire Chief is authorized to:

- (a) administer this bylaw;
- (b) enforce Regional District bylaws, rules, Orders and regulations respecting fire prevention and suppression and the protection of life and property and take measures to prevent and suppress fires;
- (c) make provisions for Fire Protection and Assistance Response by the Municipal Fire Departments as permitted under This Bylaw;
- (d) provide advice and make recommendation to the Regional Fire Chief, other Members of the Fire Department and the public, as appropriate, in relation to:
 - i. the provision of adequate water supply and pressure in relation to firefighting;
 - ii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
- (e) carry out the role of Fire Investigator; and
- (f) carry out the role of Fire Inspector.

2. This Bylaw may be cited as "**Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Amendment Bylaw No. 2981, 2024**"

READ A FIRST TIME this 17th day of October, 2024.

READ A SECOND TIME this 17th day of October, 2024.

READ A THIRD TIME this 17th day of October, 2024.

ADOPTED this 17th day of October, 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2982

A Bylaw to amend Regional District of Central Kootenay
Creston Valley Fire Service Regulation Bylaw No. 2744, 2022

WHEREAS the Regional District has established regulations for the provision of Fire Services in a Defined Portions of Rural Electoral Areas A, B, and C with the adoption of Regional District of Central Kootenay Creston Valley Fire Service Regulation Bylaw No. 2744, 2022;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Creston Valley Fire Service Regulation Bylaw No. 2744, 2022, to ensure compliance with the Fire Safety Act.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

1. That Regional District of Central Kootenay Creston Valley Fire Service Regulation Bylaw No. 2744, 2022 be amended as follows

- a) Section 1 Definitions be amended to include:

BC Fire Code means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

Fire Commissioner means the fire commissioner appointed pursuant to the Fire Safety Act;

Fire Safety Inspection means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

Fire Investigation means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

Fire Inspector means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

Fire Investigator means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

- b) Section 1 Definitions be amended to delete, in it's entirety, the definition of LAFC.

- c) Section 1 Definitions be amended to delete the definition of Fire Protection and Assistance Response in it's entirety and replaced with:

Fire Protection and Assistance Response means a service to provide all aspects of fire safety including,

- (a) Fire suppression, including interface fires;
 - (b) Fire and life safety education;
 - (c) Fire Safety Inspection;
 - (d) Fire Investigation;
 - (e) Hazardous material response (subject to training and, in any event, to a maximum of "operations level" within the applicable regulations of the National Fire Protection Association);
 - (f) Subject to section 3.3 of the Agreement, First Responder (Medical Assist)/Ambulance Assist subject to any agreement with the Emergency Health Services Commission;
 - (g) Technical rescue, including auto extrication and rope rescue, to the same standard provided within the Municipality;
 - (h) Enforcement of the portions of the Fire Safety Act and Fire Code applicable to the Fire Protection Service Areas; and
 - (i) Enforcement of this Bylaw.
- d) Section 5 Regional Fire Chief's Authority And Responsibilities be deleted in it's entirety and replaced with:
- (2) The Regional Fire Chief is authorized to:
 - (a) enforce Regional District bylaws, rules, Orders and regulations;
 - (b) develop and enforce the agreements and contractual arrangements required for the provision of service;
 - (c) review and make recommendations to the Board regarding the proposed budgets submitted for the provision of Fire Protection, Assistance Response and Associated Services; and
 - (d) delegate authority as required.
- e) Section 6 Municipal Fire Chief's Authority And Responsibilities Part 3 be deleted in it's entirety and replaced with:
- (3) The Municipal Fire Chief, or their delegate, is authorized to:
 - (a) administer This Bylaw;
 - (b) make provisions for Fire Protection and Assistance Response as permitted under This Bylaw;
 - (c) enforce Regional District bylaws, rules. Orders and regulations respecting fire prevention and suppression and the protection of life and property and take measures to prevent and suppress fires;
 - (d) carry out the role of Fire Investigator;
 - (e) designate a person or class of persons as Fire Investigator;
 - (f) carry out the role of Fire Inspector;
 - (g) designate a person or class of persons as Fire Inspector;
 - (h) collect and disseminate information in regard to fires in the fire protection service area;
 - (i) organize or authorize programs and policies designed to inform the public or specified classes of the public on matters regarding fire safety, use of flammable/combustible materials, prevention, containment, or suppression of fires or other emergencies and escape from fires or other emergencies; and

- (j) provide advice and make recommendations to the Regional Fire Chief, as appropriate, in relation to the provision of adequate water supply and pressure in relation to firefighting.

2. This Bylaw may be cited as “Regional District of Central Kootenay Creston Valley Fire Service Regulation Amendment Bylaw No. 2982, 2024”

READ A FIRST TIME this 17th day of October, 2024.

READ A SECOND TIME this 17th day of October, 2024.

READ A THIRD TIME this 17th day of October, 2024.

ADOPTED this 17th day of October, 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 3006

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Central Kootenay and the Municipal Finance Authority of British Columbia.

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

NOW THEREFORE the Regional Board of the Regional District of Central Kootenay in open meeting assembled enacts as follows:

Regional District Loan Authorization Bylaws

Loan Authorization Bylaw #	Purpose	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
2972	Upgrade the Nelson Recycling Depot & build the Central Fleet Building	\$2,500,000	\$ NIL	\$2,500,000	25 yrs	\$2,000,000
Total		\$2,500,000	\$ NIL	\$2,500,000		\$2,000,000

- 1 The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Regional District Loan Authorization Bylaws table, at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Two Million Dollars (\$2,000,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall

determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$2,000,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

- 2** Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
- 3** The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
- 4** The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
- 5** The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
- 6** The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
- 7** During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Loan Authorization Bylaw No. 2972, 2024 if the anticipated revenues accruing to the Regional District from the operation of the Central Waste Management Subregion Service Area are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
- 8** The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority,

any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

9 The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

10 This bylaw may be cited as “**Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Security Issuing Bylaw No. 3006, 2024**”.

READ A FIRST TIME this 12th day of December , 2024.

READ A SECOND TIME this 12th day of December , 2024.

READ A THIRD TIME this 12th day of December , 2024.

ADOPTED this 12th day of December , 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

Schedule "A" to Bylaw No. 3006

**CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT**

Regional District of Central Kootenay

The Regional District of Central Kootenay (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of Two Million Dollars (\$2,000,000) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 3006 cited as "**Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Security Issuing Bylaw No. 3006, 2024**", this Agreement is sealed with the Corporate Seal of the Regional District of Central Kootenay and signed by the Chair and Treasurer thereof.

Chair

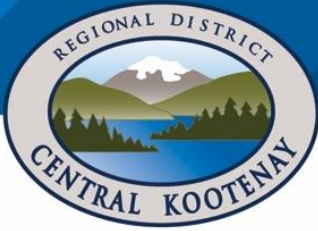
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$



Board Report

Date of Report: November 15, 2024
Date & Type of Meeting: December 12, 2024 Open Board Meeting
Author: Paris Marshall Smith, Sustainability Planner
Subject: Central Kootenay Food Policy Council
File: 10-5200-20-CKFPC
Electoral Area/Municipality: RDCK

SECTION 1: EXECUTIVE SUMMARY

This report provides a follow up to the presentation and funding request made to the Board by the Central Kootenay Food Policy Council at the May 2024 Board meeting. At that time, a funding request was made to increase the operational core funding.

The Central Kootenay Food Policy Council (CKFPC) is requesting an increase in core funding from \$15,000 to \$30,000 annually, with a commitment for an additional 5 years. This request aligns with the RDCK's priorities in climate action, food system resilience, and regional collaboration.

Since its inception, CKFPC has demonstrated its ability to address systemic challenges in agriculture, food security, and climate adaptation. Increased funding will enable CKFPC to strengthen foundational supports, update key plans, engage stakeholders, and position the RDCK as a leader in food systems innovation.

Recommendation: That the Board approve the RDCK enter into an agreement with Central Kootenay Food Policy Council for \$30,000 to be paid annually from General Administration Service S100 for five years from 2025 - 2029 for core funding; AND FURTHER, that the amount be included in the draft 2025-2029 Financial Plan.

SECTION 2: BACKGROUND/ANALYSIS

CORE FUNDING REQUEST –

Background

In 2017, RDCK committed \$10,000 annually to CKFPC to support its core operations, which then increased to \$15,000 in 2021. Over the years, CKFPC has successfully leveraged this funding to:

- Provide expertise in regional food systems policy and planning.
- Address gaps in food security, agricultural resilience, and climate adaptation.
- Build and sustain regional networks and collaborations.
- Publish resources such as the Farm & Food Directory, a vital tool for connecting residents and businesses with local producers.

However, the evolving challenges of climate change, economic disparities, and global food system vulnerabilities exposed by the pandemic have increased the demand for CKFPC's services. Furthermore, there is no other source of funding available to the CKFPC for core funding. The proposed funding increase will allow CKFPC to

meet these challenges with greater capacity and impact. The core funding received is used to leverage funding for projects. The table below illustrates how the RDCK's spending compares with 2 others regional districts.

Local Government	Organization	Amounts / annual	Sources	Area	Population	Rural Population	Density
Regional District of Squamish Lillooet / District of Squamish	Squamish Food Policy Council	\$40,000	Payments in Lieu of Taxes (PILT), Regional District and Municipality of Squamish split	16,695.1 hectares	50,496	16,576	3.02
Regional District of Comox Valley	Comox Valley Food Policy Council	\$20000 + annual projects funding	Grant in Aid / Rural Communities Fund	2,519.4 2 hectares	72,445		28.75
Central Kootenay Food Policy Council	Central Kootenay Food Policy Council	\$15,000	Line item: Board Resolution: 450/21 Service: 100	23,158.7 hectares	62,509	38,272	2.69

Objectives of Funding Increase

1. Strengthen Foundations and Regional Networks

- **Update Regional Plans:** Align agricultural and food security strategies with RDCK's climate action goals.
- **Engage Stakeholders:** Conduct targeted consultations with farmers, municipalities, Indigenous communities, and industry experts.
- **Address Key Issues:** Focus on climate resilience, water conservation, fire preparedness, and Indigenous food sovereignty.

2. Enhance Communications and Public Engagement

- Expand CKFPC's social media presence to share educational content and highlight regional projects.
- Support upgrade the Food Directory into an accessible, visually appealing app with mapping functionality and additional resources.

3. Collaborate with Partners on Strategic Projects

- Support organic waste diversion initiatives, emergency program efforts related to the food sector, and other cross-sectoral efforts.
- Leverage connections with Selkirk College, local non-profits, and provincial/national networks for knowledge-sharing and best practices.

4. Update and Implement Food Security Plans

- Build actionable frameworks for addressing gaps in the RDCK's food security landscape.

- Conduct risk assessments to identify vulnerabilities in the local food system and implement solutions to mitigate disruptions.

Alignment with RDCK Priorities

The funding request directly supports the RDCK’s economic development and climate action goals and addresses regional needs in food system strengthening and agri-food development. CKFPC complements the work of other initiatives, such as the Kootenay Boundary Farm Advisors (KBFA), by focusing on systemic issues and developing innovative policy solutions.

Additionally, CKFPC’s proposed activities, such as emergency food security planning and climate adaptation strategies, are critical to building a resilient regional food system that can withstand future disruptions.

Specifically, there are 3 areas of work that could be developed with increased core funding:

Projects possible with more core funding	Key Deliverables
1. Update Regional Plans	Ag Plan, food security action plan, stakeholder consultations.
2. Upgrade Food Directory App	Enhanced functionality, mapping, and user engagement features.
3. Networking and Collaboration Events	In-person workshops, educational speaker series.

COST of NOT Increasing Core funding

There will be direct and indirect impacts for the RDCK, regional stakeholders, and residents if the current operation of the Food Policy Council is kept at its current level of operation. The following outlines the potential costs and risks associated with maintaining the status quo:

1. Missed Opportunities to Address Climate Change and Food Security

- **Strategic Alignment Delays:** Without the additional funding, CKFPC’s ability to update regional plans and align them with RDCK climate action priorities will be limited.
- **Inadequate Preparedness for Climate Disruptions:** The region faces increasing threats from wildfires, droughts, and extreme weather events. Without enhanced resources, CKFPC cannot fully engage in emergency planning for food security or support the RDCK in its development of resources.

2. Diminished Capacity to Leverage External Funding and Partnerships

- **Lost Leverage for External Grants:** CKFPC relies on core funding to secure additional external grants. Without increased funding, the organization will be limited in its ability to attract and sustain external resources.
- **Missed Collaboration Opportunities:** CKFPC plays a key role in bringing together local governments, Selkirk College, non-profits, and industry partners. Insufficient funding may hinder CKFPC’s ability to maintain and grow these collaborative networks, limiting regional innovation and shared problem solving.

3. Decline in Public Engagement and Regional Networking

- **Weakened Community Connections:** CKFPC’s ability to engage with residents, municipalities, and organizations through events, workshops, and educational programming will be impacted, reducing awareness and collaboration on critical food system issues.

- **Erosion of Trust:** Limited capacity to engage stakeholders and maintain consistent communication could weaken trust and relationships across the region, making future collaboration more difficult.

4. Outdated Tools and Resources

- **Food Directory Limitations:** Without funding to upgrade the Food Directory into a modern app with mapping and expanded features, its usability and effectiveness could remain limited, missing opportunities to foster stronger connections that enhance regional food systems. This could reduce its value as resource for residents, producers, and local businesses.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No **Financial Plan Amendment:** Yes No
Debt Bylaw Required: Yes No **Public/Gov’t Approvals Required:** Yes No

The Board previously made a commitment to fund the CKFPC with \$10,000 per year until 2022. The Board then increased the funding to \$15,000 per year for 2023 through to 2025. CKFPC is asking for a continuation and increase in the funding to \$30,000 for 5 years (2025 to 2029).

Staff are recommending that if approved, the request for Central Kootenay Food Policy Council Core funding be funded through General Admin – Service 100.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

None at this time

3.3 Environmental Considerations

The work of Central Kootenay Food Policy Council contributes to healthy watersheds, foodsheds and ecosystems.

3.4 Social Considerations:

The work of Central Kootenay Food Policy Council contributes to the strengthening of local communities by creating networks of shared services, information and support.

3.5 Economic Considerations:

The work of Central Kootenay Food Policy Council supports regional economic resilience through an investment in local food producers and processors and the systems that support them.

3.6 Communication Considerations:

None at this time

3.7 Staffing/Departmental Workplace Considerations:

This reporting is included in the Sustainability Planner’s 2024 workplan.

3.8 Board Strategic Plan/Priorities Considerations:

The Central Kootenay Food Security Action Plan aligns with Board priorities to strengthen regional food systems, support economic development and emergency management.

SECTION 4: OPTIONS & PROS / CONS

Central Kootenay Food Policy Council is requesting an increase to \$30,000 in annual core funding, a continuation of funding for 5 years (2025 to 2029) after which the Board could decide to continue funding or stop funding after the 2025 commitment.

Option 1: APPROVE CKFPC's request for funding as part of the draft 2025 – 2029 Financial Plan.

That the Board approve the RDCK enter into an agreement with Central Kootenay Food Policy Council for \$30,000 to be paid annually from General Administration Service S100 for five years from 2025 - 2029 for core funding;

AND FURTHER, that the amount be included in the draft 2025-2029 Financial Plan.

Pro:

- This is the amount requested by the CKFPC and will support the core activities outlined in this report

Con:

- This would require an increase in requisition.

Option 2: DO NOT APPROVE

That the Board does not approve funding for the Central Kootenay Food Policy Council's request for increase in funding after 2026.

Pro

- This allows funds to be used elsewhere

Con

- The CKFPC will possibly not have sufficient funding and will be unable to deliver the program as described

SECTION 5: RECOMMENDATIONS

That the Board approve the RDCK enter into an agreement with Central Kootenay Food Policy Council for \$30,000 to be paid annually from General Administration Service S100 for five years from 2025 - 2029 for core funding; AND FURTHER, that the amount be included in the draft 2025-2029 Financial Plan.

Respectfully submitted,

Paris Marshall Smith – Sustainability Planner

CONCURRENCE

Chief Administrative Officer – Stuart Horn

Approved

Chief Financial Officer – Yev Malloff

Approved

General Manager of Development and Community Sustainability Services – Sangita Sudan

Approv

Manager of Community Sustainability Services – Daniel Seguin

Approved



Board Report

Date of Report: November 15, 2024
Date & Type of Meeting: December 12, 2024 Open Regular Board Meeting
Author: Paris Marshall Smith, Sustainability & Resilience Supervisor
Subject: REGIONAL INVASIVE SPECIES WORKING GROUP – year 2 report
File: 10-5200-20-CKISS
Electoral Area/Municipality: All

SECTION 1: EXECUTIVE SUMMARY

In summer of 2024, the RDCK Board provided funding for year 2 of the Regional Invasive Species Working Group (July 2024 to July 2025). In preparation of the 2025 budget, CKISS is requesting Board consideration for year 3 funding to continue to build regional capacity and coordination.

The report:

1. PROVIDES A REPORT on Year 2 of the implementation of the Regional Invasive Species Strategy and
2. REQUESTS FUNDING Year 3 to continue to improve regional capacity work that includes the Regional Invasive Species Working Group and a Poison Hemlock Eradication Project.

RECOMMENDATION:

That the Board direct staff to extend the agreement with Central Kootenay Invasive Species Society to continue improving regional capacity for a total not to exceed \$15,000 + GST from July 2025 to July 2026.

AND FURTHER, THAT this amount be included in the 2025 Draft Financial Plan for Service 100 – General Administration.

SECTION 2: BACKGROUND/ANALYSIS

1. RESULTS OF YEAR 2 of the Regional Invasive Species Strategy - Improving Regional Organizational Capacity

The Regional Invasive Species Working Group has been a key component in establishing collaboration and awareness in the region. The Working Group has been able to address several issues and receive up to date news. The momentum for this group continues and CKISS considers this working group to be essential to its ability to provide services to the community. The summary of meetings is below. Due to funding timing, there were no meetings over the summer. Two more meetings are planned for the winter and spring.

Meeting	Topics
January 2024	<ul style="list-style-type: none"> • Presentation by Dave Ralph, Invasive Species Council of BC, on Invasive Plant Management

	<ul style="list-style-type: none"> • Presentation by Hamish Kassa, Columbia Shuswap Regional District, on the CSRD Invasive species program • CKISS updates, News and events • Open discussion-Rats
March 2024	<ul style="list-style-type: none"> • Planning of Poison Hemlock Eradication Plan • Funding overview and requests • Weed Inspector- benefits and opportunities • CKISS updates, News and events • Role of invasives in Disaster preparedness
October 2024	<ul style="list-style-type: none"> • Presentation by Jenny Eastman, Regional Invasive Species Program Coordinator, Environmental Protection on the Capital Regional District Invasive plant program • Presentation by Dr. David Clements, Trinity Western University on Knotweed, Waterways and Flooding • CKISS updates, News and events • Open discussion- UBCM, importance of early detection
January and March 2025	<ul style="list-style-type: none"> • Grahame Gielens Environmental Roadside Manager, Ministry of Transportation and Infrastructure (MOTI). Grahame will be speaking on the role of MOTI in invasive plant management in our region. He will also touch on the Good Neighbour program; that could meet the needs of the agricultural community in particular. • Potential topics and speakers include, Thompson-Nichola Regional District Invasive Species Advocacy and Engagement program, Provincial Local Government Invasive Species Working Group, Rossland knotweed by-law, Provincial Early Detection and Rapid Response program and Provincial Aquatic Invasive species program

In addition to supporting the Regional Invasive Species Working Group, funding has supported the following:

- Responding to public enquiries including invasive species reporting, general information, program questions, complaints
- Annual training and resources for operational staff (parks, water services etc.)
- Coordination of the Poison Hemlock Eradication Action Plan. Initial coordination and work planning has begun on this project. In addition, a [new mobile app](#) to engage the community has been explored and will be piloted as part of this project.
 - Poison hemlock is one of the world’s most poisonous plants and is a high priority species in the region, particularly in the agricultural sector. Poison hemlock is deadly poisonous to both humans and livestock and there is no treatment. Even dead plants can remain toxic for up to three years, causing considerable concern for hay production.
 - The centre of the infestation appears to be the Creston Valley and Yaqan Nukiy lands where it has spread close to trails, Erickson Elementary school, CP Rail lands and agricultural fields, Creston Valley Wildlife Management area.

2. PROPOSED SCOPE FOR YEAR 3 - continuing to Improve Regional Organizational Capacity

- On-going coordination of the Regional Invasive Species Working Group.
- Providing expertise and consultation on the development of an RDCK invasive species program and relevant RDCK programs and initiatives as required.
- Review of CKISS annual workplan with RDCK staff

- Annual training and resources for operational staff (parks, water services etc.)
- Partnership building with local governments
- Responding to public enquiries including invasive species reporting, general information, program questions, complaints
- Coordination of regional action plans for priority species. This includes the Poison Hemlock Eradication Action Plan, Broombuster program and developing a knotweed action plan.
 - The Poison Hemlock Eradication Action Plan is a significant step towards creating a model and capacity for early eradication of high priority species within the region.
 - The Broombusters program engages the community to control scotch broom. Scotch broom is a priority species due to its contribution to wildfires and impacts to native species and forest recovery.
 - While knotweed continues to cause impacts to infrastructure in the region, stopping the spread of knotweed to watercourses is a priority. Knotweed is especially adapted to spread along water and has implications for flooding.

3. The COST of NOT funding the Regional Invasive Species Working Group at this time

If the Board decides to not fund year 3 of the Regional Invasive Species Working Group at this time, the risk is a loss of momentum that has been generated and a possible erosion of relationships that have been built. And if the Board decides to not continue funding at this time, there are a few options for proceeding. Following the completion of the 2nd year of funding in July 2025, the Board can decide to:

- Evaluate the progress of the two-year pilot;
- Use the findings to refine the RDCK’s approach to invasive species; and,
- If there is interest to move forward at that time, create a new plan.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
 Debt Bylaw Required: Yes No Public/Gov’t Approvals Required: Yes No

Funding for year 1 was provided through Service 100 General Administration.

Funding for year 2 was provided through LGCAP funding because the request did not make it into 2024 budget considerations, as such the request for 2025-2026 funding is coming now as budget as being considered for 2025.

Staff are recommending that if the Board chooses to fund year 3, that funding continue to come from S100 General Admin and be included in the 2025 Budget. The table below outlines the budget for 2025-2026.

COST ITEM	DESCRIPTION	EXPENDITURE
Executive Director	Advisory time and partner coordination including the Regional Invasive Species Working Group and project oversight of Poison Hemlock Eradication Action Plan.	\$9,578.00
Field Program Manager	Poison hemlock Eradication action plan partner coordination; project oversight and coordination.	\$773.00

Education Coordinator	Poison hemlock Eradication action plan landowner outreach and coordination, staff training workshops.	\$1,314.00
Program Assistant	Support staff with tasks including outreach and public communications.	\$690.00
Materials and supplies	Printing outreach materials, signs, etc.	\$280.00
Mileage	travel to meetings, and deliver training workshops	\$665.00
Administration	to cover organizational overhead	\$1,700.00
Total Proposed Cost (not including GST)		\$15,000.00

In addition to the in-kind actions of all the landowners, CKISS can leverage RDCK funding with an application to the Habitat Conservation Trust Foundation to support private landowners with training, public outreach and reporting, and to fund removal and treatment of poison hemlock. This grant application was successful and requires matching funds of which RDCK funding to be received.

The Regional Invasive Species Working Group includes participation from the Regional District of Kootenay Boundary. At this time, RDKB is working with their Board for a similar financial contribution to that of the RDCK. Until then, CKISS is covering the initial costs of coordinating their participation, as they did with the RDCK, until there is agreement and funding.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Weed Control Act - In accordance with the regulations, landholders such as the RDCK must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person.

The Community Charter Act empowers local governments to regulate invasive plants.

3.3 Environmental Considerations

Invasive species also have a significant impact on ecosystem health, and the International Union for the Conservation of Nature (IUCN) considers them one of the greatest threats to biodiversity globally. Invasive species can erode natural habitats and out compete native species. This is exacerbated by the affects of the changing climate as invasive species tend to be more effective at adapting than native species.

3.4 Social Considerations:

Agricultural producers in the Creston Valley have sought support for the control of invasive for many years. The current coordination with and support from agricultural producers in the Creston Valley of the proposed focus for year 2 is significant. Given the time and energy that has gone into building the relationships, it would be unfortunate to stop the momentum at this stage.

Poison hemlock exists on multiple jurisdictions and requires coordination of all landowners to eradicate this plant concurrently. Public participation is also required to spot and report unknown infestations.

3.5 Economic Considerations:

A focus on Poison Hemlock is an important support for agricultural producers as infestations can impact livestock. Agricultural producers are at risk of livestock loss, control costs and reduction of crop quality and marketability.

3.6 Communication Considerations:

If the Board supports the funding, Sustainability staff will continue to coordinate communication as needed.

3.7 Staffing/Departmental Workplace Considerations:

Most of the work will be managed by CKISS staff, with Sustainability staff attending meetings acting as liaison with individual areas leads as needed and reporting to the Board. This time commitment is about 12-15 hours over the course of a year and seasonally related (spring & fall).

3.8 Board Strategic Plan/Priorities Considerations:

The work supports the Board's priority of coordinated service delivery and is being completed in response to the Board's direction from spring 2023 and summer 2024.

SECTION 4: OPTIONS & PROS / CONS

That the Board direct staff to extend the agreement with Central Kootenay Invasive Species Society to continue improving regional capacity for a total not to exceed \$15,000 + GST from July 2025 to July 2026.

AND FURTHER, THAT this amount be included in the 2025 Budget for Service 100 – General Administration.

Option 1 – APPROVE FUNDING YEAR 3 of the REGIONAL INVASIVE SPECIES WORKING GROUP

Pro:

- RDCK will continue to take action on its commitment to support the implementation of the Regional Invasive Species Strategy and build regional capacity.
- Considerable effort has gone into creating the Working Group and now that there is a clear focus, it would be an efficient use of resources to extend into year 3.

Con:

- Funding and staff time could be used elsewhere.

Option 2 – DO NOT FUND YEAR 3 of the REGIONAL INVASIVE SPECIES WORKING GROUP

Pro:

- Funding and staff time could be used elsewhere.

Con:

- Relationships that have been built in year 1 and 2 with producers in the Creston Valley and elsewhere will be impacted.
- Long term planning and momentum will be impacted

SECTION 5: RECOMMENDATIONS

That the Board direct staff to extend the agreement with Central Kootenay Invasive Species Society to continue improving regional capacity for a total not to exceed \$15,000 + GST from July 2025 to July 2026.

AND FURTHER, THAT this amount be included in the 2025 Draft Financial Plan for Service 100 – General Administration.

Respectfully submitted,
Paris Marshall Smith, Sustainability & Resilience Supervisor

CONCURRENCE

Chief Administrative Officer – Stuart Horn	Approved	
Chief Financial Officer – Yev Malloff	Approved	
General Manager of Development and Community Sustainability Services – Sangita Sudan		Approved
Manager of Community Sustainability Services – Daniel Seguin	Approved	



Board Report

Date of Report:	November 27, 2024
Date & Type of Meeting:	December 12, 2024 Open Regular Board Meeting
Author:	Corey Scott, Planner 2
Subject:	Regional Housing Needs Report – Engagement Summary and Final Interim Reports
File:	5200\20\HNAR Housing Needs Assessment Report\2024
Electoral Areas/Municipality:	Electoral Areas A, B, C, D, E, F, G, H, I, J, K; Villages of Kaslo, Nakusp, Salmo, Slocan, and Silverton

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to present to the Regional District of Central Kootenay (RDCK) Board of Directors the Engagement Summary and Final Interim Housing Needs Reports (HNRs) for the Housing Needs Assessment.

The RDCK is required by Provincial legislation to complete and publish an Interim Housing Need Report by January 1, 2025. The RDCK partnered with the Villages of Kaslo, Nakusp, Salmo, Slocan, and Silverton to hire a consultant to complete the project. The consultant, M’akola Development Services, has completed 7 separate reports to assess housing needs in the Region, as well as in participating member municipalities, and meet the statutory requirements set out by the Province:

- Regional Summary Report (Electoral Areas and all 9 member municipalities)
- Electoral Area Summary Report (Areas A-K)
- 5 Village Community Profiles (1 for each partnering member municipality)

The Provincial requirements state that the HNRs must be received at a board meeting and published on an internet site that is publicly and freely accessible (the RDCK website).

SECTION 2: BACKGROUND/ANALYSIS

2.1 Statutory Requirements

In 2019, the Province of British Columbia introduced Housing Needs Assessment requirements for local governments, which requires all regional districts and municipalities to complete a Housing Needs Assessment every 5 years. A Housing Needs Assessment is a report that describes current and anticipated housing needs in a community by collecting data, analyzing trends and speaking with community members. Its purpose is to better inform and understand the kind of housing most needed in their communities by identifying existing and future gaps in housing supply.

The RDCK and its partner communities – Creston, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton, and Slocan – completed a Housing Needs Assessment in September 2020.

In 2023, the Province made amendments to the *Local Government Act* that added 3 new items to Housing Needs Reports:

1. The number of housing units required to meet current and anticipated need for the next 5 and 20 years, as calculated using the HNR Method provided in the Regulation;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by the local government, since receiving the most recent Housing Needs Report, to reduce housing needs.

The calculations to determine 5 and 20-year housing demand are stipulated by the HNR Method, a standardized methodology across the Province, which is laid out in the *Housing Needs Report Regulation*.

All local governments are required to complete an 'Interim' Housing Needs Report to include these three new items by January 1, 2025. Once the Interim HNR is complete, the local government is required to receive the report at an open board or council meeting and publish the report on an internet site that is publicly and freely accessible, such as the RDCK website, prior to the deadline.

2.2 Project Summary

On July 18, 2024, the RDCK Board of Directors authorized entering into a Consulting Services Agreement with M'akola Development Services to complete the Interim HNRs for the RDCK and the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan.

The project was split into 5 phases that were completed over the course of 5 months. The following are key milestone dates within the project timeline:

- August 28, 2024 – Engagement Plan and Report Outline Finalized
- August 29, 2024 – All required quantitative data collected and provided to consultant
- September 25, 2024 – Board presentation and facilitated discussion on preliminary data findings (qualitative data collection)
- October 18, 2024 – Housing and service provider presentation and facilitated discussion on preliminary data findings (qualitative data collection)
- October 23, 2024 – Questionnaires completed by RDCK and Village staff (qualitative data collection)
- November 18, 2024 – Engagement Summary Report
- November 27, 2024 – Final Interim Housing Needs Reports (HNRs) for the RDCK and Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan

Another regular HNR report is required to be completed by December 31, 2028, following the full release of all 2026 Census data.

2.3 Engagement Feedback

Engagement activities and findings are summarized in detail in the Engagement Summary Report (Attachment A). Due to the interim nature of this round of HNRs and compressed timeline for completion, engagement was not as exhaustive as it was for the 2020 reports.

The feedback received during the September 25 and October 18, 2024 engagement sessions is summarized in the "What We Heard" section of the Engagement Summary Report, and has been considered and addressed in drafting the final reports. While the HNR method is standardized across the Province – offering little opportunity to use alternative data sources to what the Province has prescribed – the qualitative feedback received through the engagement process has provided additional insights into the challenges associated with the data required to be used in the analyses. The consultant has made an effort to capture these challenges throughout the HNR reports and respect that critical local knowledge while also addressing the statutory requirements of HNRs.

2.4 Final Housing Needs Reports

Following the completion of the engagement activities for the project, the consultant completed the following in order for the RDCK and the 5 participating Villages to fulfil the new HNR requirements:

- Regional Summary Report (Electoral Areas and all 9 member municipalities)
- Electoral Area Summary Report (Areas A-K)
- 5 Village Community Profiles (1 for each partnering member municipality)

The new HNRs provide an update to the 2020 reports by analysing 2021 Census data, which was not available when the 2020 reports were being completed, in addition to the new, mandatory requirements for HNRs. These 7 reports make up Attachments B-H of this Staff Report. The 5 Village Reports (Community Profiles) have been forwarded to their respective Villages for Council consideration and receipt.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No **Financial Plan Amendment:** Yes No
Debt Bylaw Required: Yes No **Public/Gov’t Approvals Required:** Yes No

Each partner contributed a portion of the proposal cost. The proposal from M’akola Development Services breaks out each partner’s share of the budget as follows:

RDCK	\$65,838
Village of Kaslo	\$5,985
Village of Nakusp	\$5,985
Village of Salmo	\$5,985
Village of Silverton	\$5,985
Village of Slocan	\$5,985
TOTAL	\$95,763

The RDCK’s portion was covered by the \$279,143 capacity funding from the Provincial Government for local government implementation of the legislative changes to support housing initiatives. This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

In late 2023, the BC Legislature passed several pieces of legislation that changed the local government land use planning framework with the purpose to provide more housing, in the right places, faster. This included Bill 44 Housing Statutes (Residential Development) Amendment Act, Bill 46 Housing Statutes (Development Financing) Amendment Act, and Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act. These bills received royal assent on December 7, 2023. In addition, Bill 16 Housing Statutes Amendments Act received royal assent April 25, 2024.

Bill 44 requires all local governments to update Housing Needs Reports using a standard method on a regular basis for a more consistent, robust understanding of local housing needs over 20 years. Interim Housing Needs Reports must be completed by January 1, 2025.

3.3 Environmental Considerations

Not applicable.

3.4 Social Considerations:

Housing is a key determinant of community health and resilience.

3.5 Economic Considerations:

HNRs contain information on what kinds of housing are needed where in a community, and can provide foundational information that is useful to the local development industry.

3.6 Communication Considerations:

Communication related to this project was completed according to the engagement plan and is detailed further in the attached Engagement Summary Report.

3.7 Staffing/Departmental Workplan Considerations:

The project has been managed by the Planner 2.

3.8 Board Strategic Plan/Priorities Considerations:

- Partner with our member communities to leverage their skills in the region.
- Support and encourage housing initiatives where servicing and amenities can support densification.

SECTION 4: OPTIONS & PROS / CONS

Discussion

The Interim HNRs (Attachments B-H) are required to be completed and published on the RDCK's website by January 1, 2025. The attached HNRs provide an update to the reports completed in 2020, using the newest 2021 Census data.

The Interim HNRs also include the new, additional information on 5 and 20-year housing demand; the need for housing in close proximity to transportation infrastructure; and the actions the local government has taken since the last HNR was published. These 3 pieces of information are required by the *Local Government Act* and the data and calculations used follow the requirements of the *Housing Needs Report Regulation*, as required by the legislation.

The project had a timeline of less than 6 months due to the requirement to have the Interim HNRs completed and published by January 1, 2025. Should the Interim HNRs be received by the Board, staff will work to ensure that the necessary steps are taken to meet the Provincial deadline for this work.

Option 1: Receive Interim HNRs as written

That the RDCK Board of Directors receive the "Regional District of Central Kootenay Housing Needs Report Update: Regional Summary Report, Electoral Area Summary Report, and Community Profiles for the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan;"

AND FURTHER that the Board direct staff to publish the aforementioned Reports on the RDCK website.

Option 2: Receive Interim HNRs with minor comments, as discussed at the December 12, 2024 Board meeting

That the RDCK Board of Directors receive the "Regional District of Central Kootenay Housing Needs Report Update: Regional Summary Report, Electoral Area Summary Report, and Community Profiles for the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan", upon revising the Reports to address the Directors' comments received at the December 12, 2024 Board meeting;

AND FURTHER that the Board direct staff to publish the aforementioned Reports on the RDCK website.

Should more substantive changes to the Interim HNRs be requested, the RDCK may not be able to meet the Province's deadline. It is unclear what the outcomes of missing that deadline may be.

SECTION 5: RECOMMENDATIONS

That the RDCK Board of Directors receive the “Regional District of Central Kootenay Housing Needs Report Update: Regional Summary Report, Electoral Area Summary Report, and Community Profiles for the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan;”

AND FURTHER that the Board direct staff to publish the aforementioned Reports on the RDCK website.

Respectfully submitted,
Corey Scott, Planner 2

CONCURRENCE

Planning Manager – Nelson Wight	Approved
General Manager Development & Sustainability – Sangita Sudan	Approved
Chief Administrative Officer – Stuart Horn	Approved

Attachments:

Attachment A – Engagement Summary Report, dated December 2024, prepared by M’akola Development Services

Attachment B – Regional Summary Report, dated November 2024, prepared by M’akola Development Services

Attachment C – Electoral Area Summary Report, dated November 2024, prepared by M’akola Development Services

Attachment D – Village of Kaslo Housing Needs Report Update – Regional District of Central Kootenay Community Profiles, dated December 2024, prepared by M’akola Development Services

Attachment E – Village of Nakusp Housing Needs Report Update – Regional District of Central Kootenay Community Profiles, dated December 2024, prepared by M’akola Development Services

Attachment F – Village of Salmo Housing Needs Report Update – Regional District of Central Kootenay Community Profiles, dated December 2024, prepared by M’akola Development Services

Attachment G – Village of Silverton Housing Needs Report Update – Regional District of Central Kootenay Community Profiles, dated December 2024, prepared by M’akola Development Services

Attachment H – Village of Slocan Housing Needs Report Update – Regional District of Central Kootenay Community Profiles, dated December 2024, prepared by M’akola Development Services



Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

Engagement Summary Report

DECEMBER 2024



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- APPENDIX E: Community Organizations Contact List**



INTRODUCTION

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities, released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and the changing housing landscape.

Recognizing the dynamic nature of the housing market, the availability of new data, and new provincial requirements for interim housing needs reports, the RDCK commissioned HNR updates for its rural Electoral Areas (A, B, C, D, E, F, G, H, I, J, and K) and partnering municipalities (the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan). The HNR updates aim to provide an overview of current and anticipated regional and local housing conditions and meet new provincial legislative requirements.

The RDCK Engagement Summary Report summarizes engagement activities conducted by M'akola Development Services (MDS) and Turner Drake & Partners (TD) in collaboration with RDCK staff for the HNR updates. Engagement opportunities included targeted surveys, presentations, and facilitated discussions. This report captures key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the RDCK Regional Report, Electoral Area Summary Report, and Village Profiles.

ENGAGEMENT OBJECTIVES

MDS and TD, with support from RDCK and Village staff, initiated a high-level engagement process in fall 2024 for the HNR update. The process was not exhaustive, given that recent housing engagement was completed for the RDCK Housing Needs Assessment (2020) and the RDCK Housing Action Plan (2023). Additionally, the RDCK and member municipalities are legislatively required to complete a regular HNR in 2028 (and every 5 years thereafter) following the release of new Census data.

The HNR update engagement process involved gathering insights and validating preliminary data findings through presentations and discussions with RDCK elected officials and staff, municipal representatives and community groups/organizations. Engagement objectives are outlined below.

1) Meet New Provincial Requirements for HNR

Gather information to meet the new provincial requirements for interim housing needs reports, which include the following new items:

- a. The number of housing units needed currently and over the next 5 and 20 years, calculated using the HNR Method;
- b. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
- c. A description of the actions taken by the local government, since receiving the most recent housing needs report, to reduce housing needs.

2) Collect Additional Data

Quantitative data can be very effective at showing housing needs, but often qualitative data like quotes or stories can have a greater impact with community members and decision-makers. Additional data captured through the engagement process will illustrate qualitative findings and give the RDCK and partnering municipalities more information about the people impacted by housing, rather than just numbers.

3) Ground Truth Data Findings

In smaller communities, Census Canada data can be unreliable and may not paint an accurate picture of housing needs. Additionally, the most recent available data is from 2021 and may be out of date in communities that have experienced market fluctuations or substantial shifts in employment or population. Engagement captures up-to-date experiences that can inform findings and help validate the accuracy of external data sources.

4) Promote Equity Through the Engagement Process

Planning processes that incorporate equity and inclusion have been shown to promote health, well-being, and community connectedness. When people are asked to participate in a planning process, they are more likely to feel a sense of ownership over decisions that are made and are more likely to support recommendations or priorities set by decision-makers.

ENGAGEMENT LIMITATIONS

In June 2024, the Province of British Columbia updated the legislative requirements for HNR updates. As part of this update, all governments are required to complete an Interim Housing Needs Report by January 1, 2025. The engagement process for the RDCK HNR update was designed to meet the new interim reporting requirements within a condensed timeline. As a result, the process prioritized targeted input, which limited the scope and depth of the engagement process in comparison to engagement completed for the Housing Needs Assessment (2020) and the Housing Action Plan (2023). Key limitations are noted below.

1) Time Constraints

With updated legislative requirements released in June 2024 and the interim reporting requirements due January 1, 2025, the engagement timeline was short. Engagement planning focused primarily on connecting with staff, village representatives, and interested community organizations.

2) Targeted Engagement

Due to the interim nature of this report, engagement efforts were not exhaustive and prioritized gathering insights directly relevant to the updated requirements. Broader community engagement activities, such as key informant interviews, focus groups or extended surveys, were not conducted for this interim update.

Given these constraints, the Consulting Team recommends that a comprehensive and in-depth engagement plan be developed and executed for the next regular HNR that is expected to be completed in 2027/2028 after the release of new Census data.

ENGAGEMENT OPPORTUNITIES

STAFF QUESTIONNAIRE

Date	Location	# of Participants
September - October, 2024	Email and phone	6

A staff questionnaire (Appendix A) was distributed to RDCK and participating municipal/village staff to collect updates on actions completed since the last HNR to address housing need (new interim HNR reporting requirement). Staff received the questionnaire by email in September and were asked to complete the survey by mid-October. The Consulting Team worked closely with RDCK project leads to finalize the questionnaire and identify relevant staff. Responses were summarized and incorporated into the Interim Housing Needs Report Requirements section in the Electoral Area Summary Report and Village Profiles.

PRELIMINARY DATA FINDINGS PRESENTATION AND FACILITATED DISCUSSION – RDCK EA DIRECTORS

Date	Location	# of Participants
September 25th, 2024	RDCK Board Room In-Person and Virtual	16

Participants:

- RDCK Planning Department Representatives (3)
- Electoral Area A Director
- Electoral Area C Director
- Electoral Area D Director
- Electoral Area E Director
- Electoral Area F Director
- Electoral Area G Director
- Electoral Area H Director
- Electoral Area J Director
- Electoral Area K Director
- Town of Creston
- Village of Silverton
- City of Nelson
- Village of Nakusp

The engagement session with RDCK Electoral Area Directors included a presentation (Appendix B) summarizing the initial data findings for Electoral Areas (A-K) followed by a facilitated discussion to identify data gaps and potential community narratives/stories that were not being communicated through the data. Feedback from these sessions has been incorporated throughout the final reports (RDCK Regional Summary Report, EA Summary Report, and the Village Profiles).

Following the session, several Electoral Area Directors had outstanding questions. These questions were collected by RDCK Planning Department staff and sent to the Consulting Team to respond to – see Appendix C for the questions and responses.

**PRELIMINARY DATA FINDINGS PRESENTATION AND FACILITATED DISCUSSION
– COMMUNITY GROUPS/ORGANIZATIONS**

Date	Location	# of Participants
October 18th, 2024	Online	8

Participating Organizations:

- Castlegar Community Services
- Creston Family Community Housing Society
- HappiPad
- Interior Health
- New Denver Housing Society
- Salmo and Area Supportive Housing Society
- Slocan Valley Seniors Housing Society
- South Columbia Residents Society

The engagement session for community groups/organizations included a presentation (Appendix D) summarizing the initial regional summary data findings followed by a facilitated discussion to identify data gaps and potential community narratives/stories that were not being communicated through the data. Feedback from these sessions has been incorporated throughout the final reports (RDCK Regional Summary Report, EA Summary Report, and the Village Profiles).

Community groups/organizations were invited to participate based on the following criteria:

1. Geographic relevance
2. Knowledge of the housing sector or knowledge of the experiences of specific demographic groups navigating the housing sector
3. Service providers, employers, or community leaders who primarily work with community members struggling to find or maintain affordable and adequate housing
4. Individuals or groups that work with or understand market housing and local government bylaws that govern development

For a full list of the organizations that were contacted to participate in the session please see Appendix E.

WHAT WE HEARD

STAFF

The staff questionnaires were predominantly used to collect information for the new HNR interim reporting requirements; however, supplemental questions were asked to learn more about housing challenges and opportunities the region and local governments are experiencing as well as future priorities. Key themes are summarized below.

- **Multiple Regional and Local Planning Initiatives are Addressing Housing Need in the RDCK**
Several regional planning initiatives have been completed to better understand and begin to address housing need in the RDCK, including previous HNRs and the RDCK Housing Action Plan (HAP). A Regional Growth Planning Analysis under the Complete Communities Program and a Housing Development and Costing Study are currently underway. Both were identified as action items within the HAP. This work will help inform growth management planning in the RDCK’s municipal and fringe areas and identify opportunities for sustainable housing development. Some participating municipalities, as well as the RDCK, are working to streamline development approval processes to speed up development timelines as well as updating their OCPs to elevate and action housing priorities in the community. Regional and municipal staff understand the urgency of addressing housing challenges in their communities and are actively working together to solve them.
- **Unique Development Challenges Exist in the RDCK**
Both regional and municipal staff highlighted the unique challenges to development in rural and remote areas. The increasing housing demand across the RDCK is difficult to address/manage given servicing constraints and limitations. Small, rural communities in the RDCK have little to no capacity for additional servicing connections and the aquifer capacity/vulnerability is not well understood. Overall, there is limited fully serviced land available for future housing development. High construction costs in rural and remote areas and limited construction companies are also barriers to development. Limited planning staff capacity in the Villages also makes it challenging to keep pace with development requests and ensure policy/bylaw framework alignment.
- **More Non-Market Housing is Needed to Serve All Demographics**
Respondents expressed the importance of ensuring all demographics in their communities have access to non-market, affordable housing options in the communities they live in. Many completed projects have focused on seniors housing – which is needed – but with shifting demographics across many of the participating municipalities, more non-market, affordable housing options for different demographics will also be necessary. Finding suitable land for non-market housing developments as well as local housing societies with the expertise to take on projects remains a challenge.
- **Regular Transit Services are Limited**
Current residential development patterns within the RDCK are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. At present, the region lacks public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways. With limited funding models to support transportation infrastructure across the region, even in areas where new housing developments are planned, the scope of transportation service options for future expansion remains constrained.

ELECTED OFFICIALS – ELECTORAL AREA DIRECTORS

Key themes from the presentation and facilitated discussion with Electoral Areas are discussed below.

- **Data is not Reflective of Community Experiences**
Elected officials raised concerns about some of the initial preliminary data findings, noting that generalized rental rates and vacancy data do not reflect true vacancy rates or rental rates in their communities. The Consulting Team noted that for vacancy rates lower than 3%, it is hard to collect accurate and up to date information and confirmed that anecdotal information is important to point out data limitations. Similarly, the rental data is generalized and is not as up to date as the current rental rates in the community. Elected officials also questioned the accuracy of core housing need data. The Consulting Team explained that in communities with higher rates of homeownership (and early access to the housing market), many do not meet the definition of core housing need. Core housing need is likely underreported in the data, highlighting the importance of staying connected with the non-profit housing sector to understand community needs firsthand.
- **Advocacy is Needed to Access Funding from Senior Levels of Government**
Elected officials expressed that support is necessary from higher levels of government to address housing needs in rural areas. Despite a critical need for many rural residents, funding requirements that are currently in place at the higher levels of government do not reflect what is achievable in rural areas. Instead of allocating funds to where there is greatest need and least financial risk to the funder, funders need to consider how to help smaller communities provide more suitable, affordable housing so that residents can remain in their own community. Senior government involvement to bridge gaps, with incentives for affordable housing and planning workshops to discuss potential land use regulation are needed.
- **Limited Servicing and Infrastructure Makes Densification a Challenge**
Participants highlighted issues with infrastructure (e.g., septic systems, transit), land use restrictions, and lack of zoning, which all constrain growth in rural areas. There is a reliance on individual septic systems, which greatly limits development density. Alternative water and wastewater treatment systems will be needed to allow for denser development. RDCK Planning Department staff noted that more units does not necessarily mean more houses, suggesting that there are opportunities to densify through secondary suites, accessory dwelling units, etc., and not necessarily new builds.
- **Recreational Properties are Increasing**
Identified as an emerging trend, the project team was asked to look at the impact recreational properties on surrounding housing markets. The data team added a section in the reports – Property Ownership – that examines the distribution of improved residential property ownership (i.e., a property with a dwelling on it) and what share of properties are owned locally, by residents of Canada, and by non-residents of Canada.

COMMUNITY GROUPS/ORGANIZATIONS

Key themes from the presentation and facilitated discussion with community groups/organizations are discussed below.

- **Concerns About the Data Methodology and Potential Bias**

During the discussion, participants sought clarity on the data sources and methodology used to produce the preliminary data findings and whether the data was collected in community or from broader sources. The Consulting Team clarified that the report used federal and provincial data sources and followed a standardized methodology for unit projections. Concerns were raised about the possibility of bias introduced by this standardized methodology and participants questioned if this approach provided accurate growth projections by region, especially since this method does not account for unique local growth factors or constraints. For example, the presentation suggests that Nelson has more growth potential over other localities such as Castlegar. Participants noted that Nelson's growth is inhibited by land availability and development constraints, while Castlegar offers significant growth potential due to its geographical and infrastructural advantages. Participants suggested that the use of a standardized methodology may lead to development priorities that do not fully align with the community's needs and opportunities. The Consulting Team acknowledged the limitations of a standardized method and reinforced the importance of community engagement to ground the data in on the ground experience.

- **Housing Demand by Type**

Participants were interested in knowing how housing demand was determined and whether it was based on individual surveys and local data. Some community representatives expressed an interest in including a detailed breakdown of housing demand by type, with a specific interest in the demand for senior's housing. It was clarified that the total target numbers were for the region, and participants were advised that each community will need to decide on housing type and distribution based on local priorities during later phases of planning such as OCP updates.

- **Representation of Housing Insecurity**

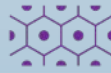
Community organizations had questions as to how housing demand is calculated, particularly for vulnerable populations including the unhoused and precariously housed. There were concerns that the use of formulas alone – without direct input from those facing housing challenges – as this may overlook the needs of these populations.



Consulting support from:



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Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

APPENDIX A: STAFF QUESTIONNAIRE



Regional District of Central Kootenay (RDCK) – Housing Needs Report Update Staff Questionnaire

Background

As of June 2024, the Province has updated legislative requirements for Housing Needs Reports. This includes requiring all local governments to complete an Interim Housing Needs Report by January 1, 2025. The Interim Housing Needs Reports are required to include three new additional items:

1. The number of housing units needed currently and over the next 5 and 20 years;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by my local government, since receiving the most recent housing needs report, to reduce housing needs.

To meet these new requirements, the RDCK Electoral Areas and its partner communities – Kaslo, Salmo, Nakusp, Silverton, and Slocan – are completing a Housing Needs Report Update. This update will contain all information required by legislation and should remain relevant until the next release of Census data, projected for 2027 or 2028.

The purpose of this staff questionnaire is to gather information on the actions taken by the RDCK and its partner communities to address housing needs since the last Housing Needs Report. Please provide detailed a response to the required question below. Questions two and three are optional.

Questionnaire

1. Need for Housing in Close Proximity to Transportation Infrastructure

(Required)

Please comment on the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

2. Actions Taken Since the Last Housing Needs Report (Required)

Please describe the actions taken by your organization to address housing needs since the last Housing Needs Report. This may include policy changes, new initiatives, partnerships, or other relevant activities. Please fill out your responses below and add tables as needed.

General Housing Actions

Date	Description of Action or Policy

Zoning Amendments	
Date	Description of Action or Policy

Parking	
Date	Description of Action or Policy

Major Housing Related Variances Granted	
Date	Description of Action or Policy

Rezoning Applications Approved	
Date	Description of Action or Policy

3. Successes and Challenges (Optional)

What successes and challenges have you observed in addressing housing needs since the last report?

4. Future Plans and Priorities (Optional)

What are the local government's current priorities for addressing housing needs, and what actions are planned for the future?

Contact Information

Thank you for your time and valuable input. Your responses will help the RDCK meet their legislative requirements, contribute to better understanding housing needs, and will help guide future actions to address these needs.

Please submit your completed survey by September 27th, 2024, to Jenna Hildebrand, Project Planner at jhildebrand@makoladev.com and cc Tiana Lewis, Development Planner at tlewis@makoladev.com.



Regional District of Central Kootenay

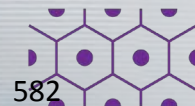
HOUSING NEEDS REPORT UPDATE

APPENDIX B: PRELIMINARY DATA FINDINGS PRESENTATION – ELECTORAL AREA DIRECTORS PRESENTATION



RDCK Housing Need Report Update – Preliminary Data Findings

RDCK Electoral Area Directors Meeting
25 September 2024



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Agenda

- **Consultant Team Introductions**
- **Workshop Goals**
- **Project Overview**
- **Preliminary Data Findings – Electoral Areas**
- **Questions and Discussion**





INTRODUCTIONS



M'akola Development Services is a professional consulting firm, including planners, development consultants, project managers, and non-profit housing experts.

- Over 30 years of experience in both the market and non-market housing sector
- Partnerships with all levels of government, non-profit organizations, Indigenous communities, and private industry
- Indigenous Board of Directors
- Focus on researching, developing and operating housing for Indigenous families and elders

We acknowledge with respect the peoples on whose traditional territory M'akola operates, including the **Lək'wəŋən, Xwsepsum, WSÁNEĆ peoples, K'ómoks First Nation, Lheidli T'enneh First Nation, x^wməθk^wəyəm, Skwxwú7mesh, and səliłwətał First Nations** whose historical relationships with the land continue to this day.



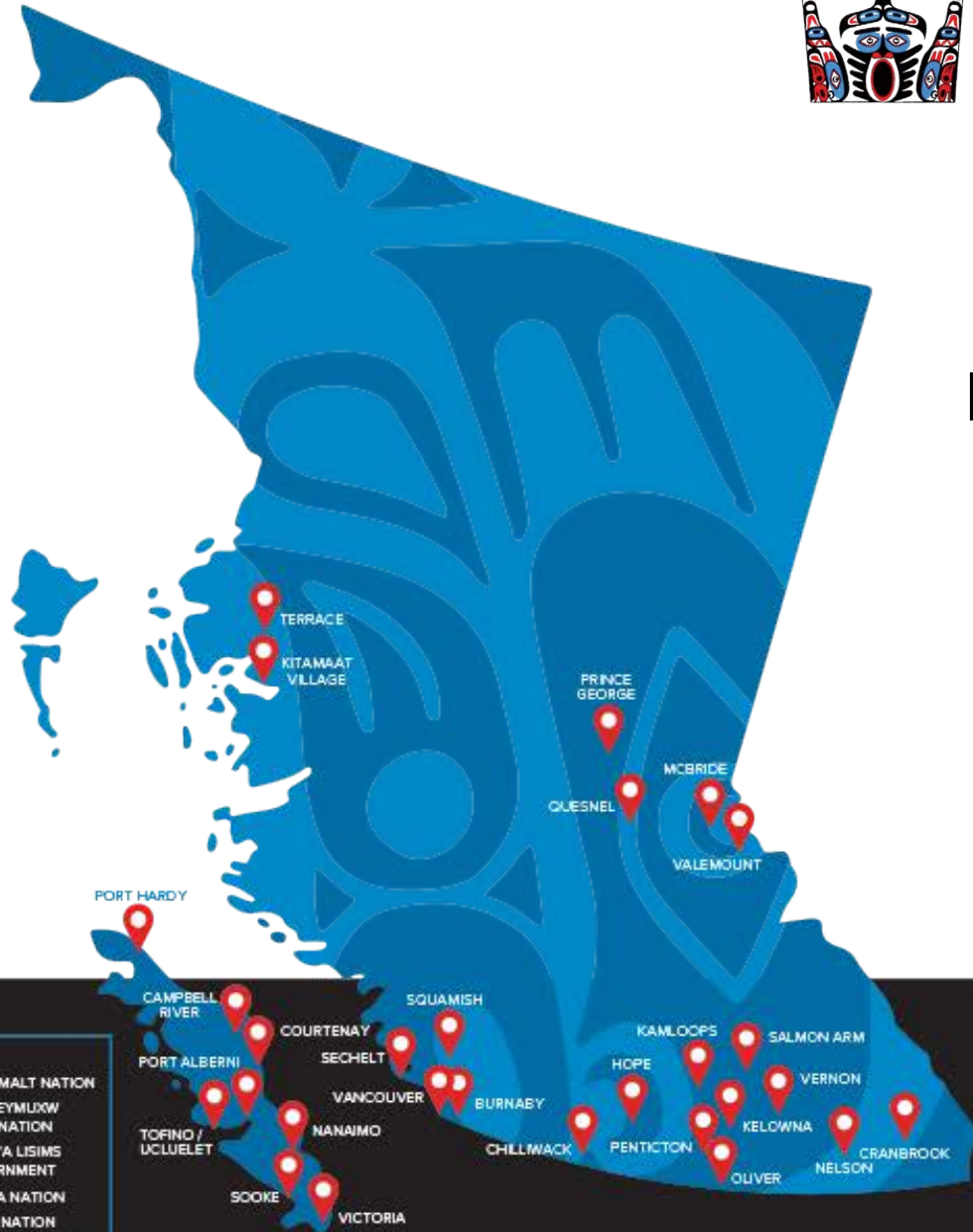
M'AKOLA
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**60+ Active Projects
over 30 Communities**

**Managing nearly
\$2.5B in Project
Costs**

**Building over 3500
new homes**

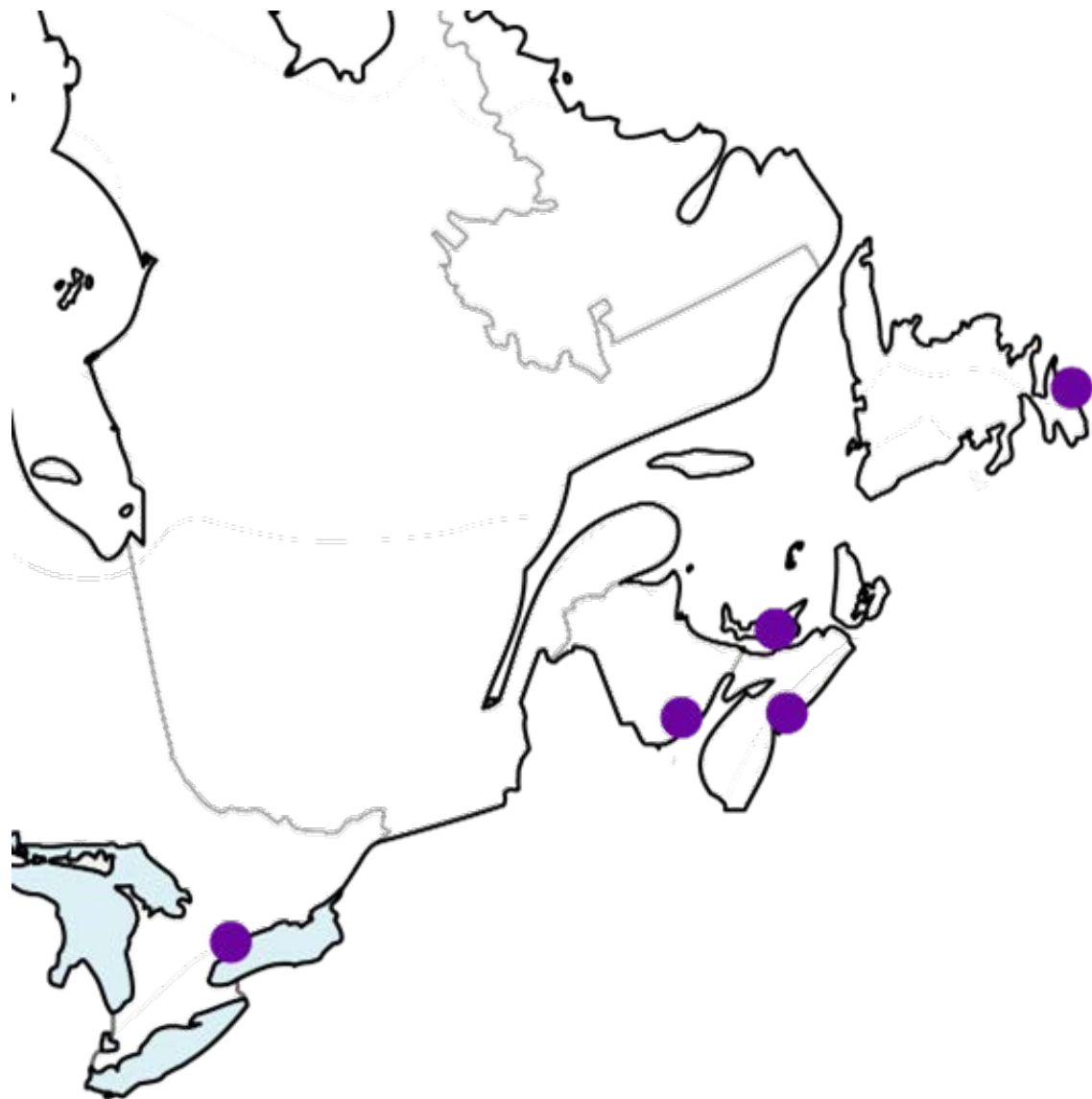
**Representing more
than 500 jobs**



+

ESQUIMALT NATION
 SNUNEMUXW
 FIRST NATION
 NISGA'YA LISIMS
 GOVERNMENT
 HAISLA NATION
 MÉTIS NATION
 BRITISH COLUMBIA

**AFFORDABLE HOUSING:
FROM CONCEPT TO COMMUNITY**



Turner Drake is a real estate consulting firm offering a broad range of related services across Canada, including property valuation experts, planners, and real estate market analysts.

- Breadth of work and specialties rooted in the housing sector
- Significant experience with demographic, planning, and market analysis for local, regional, and provincial governments
- The firm focusses on data-informed deliverables



WORKSHOP OBJECTIVES

Workshop Goals

- Provide information on the RDCK Housing Needs Report Update and the new provincial requirements
- Share Electoral Area preliminary data findings and answer questions
- To understand if there is data you would like presented differently
- Identify potential gaps in the Electoral Area data
 - *Are their stories not being captured?*
 - *Does the data reflect the conditions you are hearing about in your communities?*



PROJECT OVERVIEW

Project Goals

1. Meet New Provincial Requirements

- Build upon 2020 Needs Assessment; Develop new projections

2. Recommendations: Current Context and Population Growth

- Assess housing gaps
- Identify opportunities like partnerships and funding

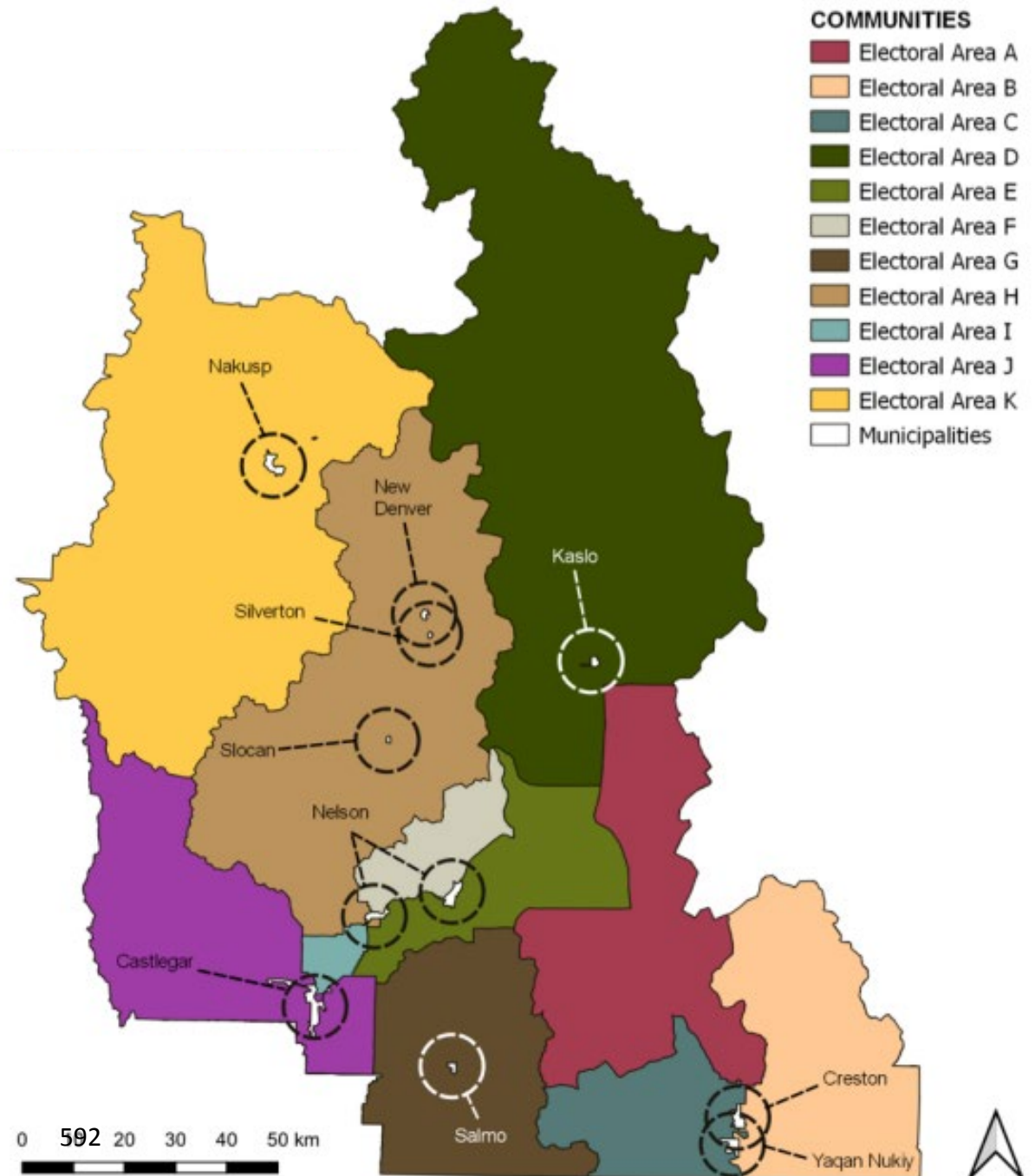
3. Review Bill 44 Requirements

- Review current OCPs and identify where changes can be made
- Use the new HNR Method for calculations
- Review the Policy Manual for any other requirements

Project Overview

Participating Communities:

- Kaslo
- Nakusp
- Salmo
- Silverton
- Slocan
- Electoral Areas A-K



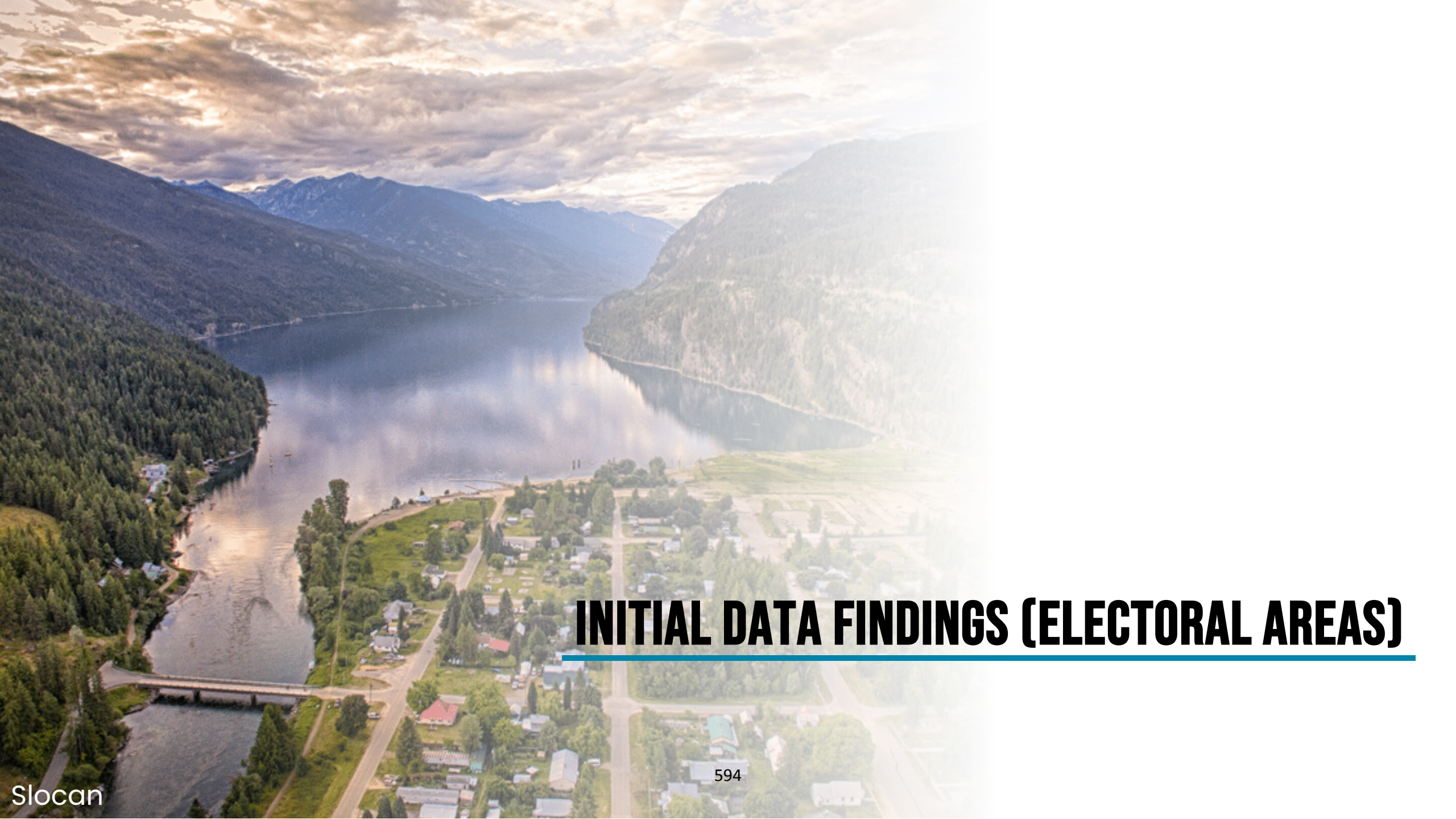
Project Overview

Old Requirements

- Collect data on 50+ housing indicators
- Publicly display data on local government website
- “Consider” data when updating or amending OCPs, zoning bylaws, etc.

New Reporting Requirements

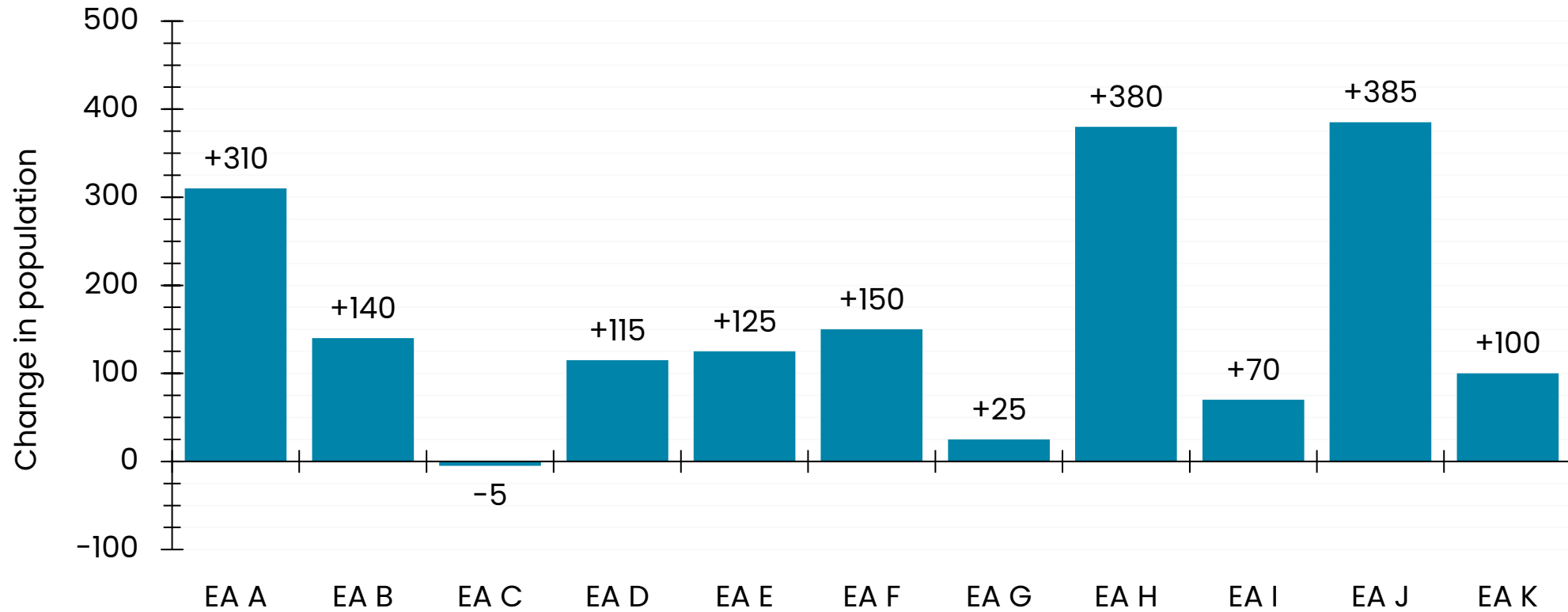
- The number of housing units required to meet current and anticipated need for the **next 5 and 20 years.**
- A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
- A description of the actions taken by the local government, since receiving the most recent Housing Needs Report.



INITIAL DATA FINDINGS (ELECTORAL AREAS)

Population Growth

Historical growth (2016 to 2021) by electoral area

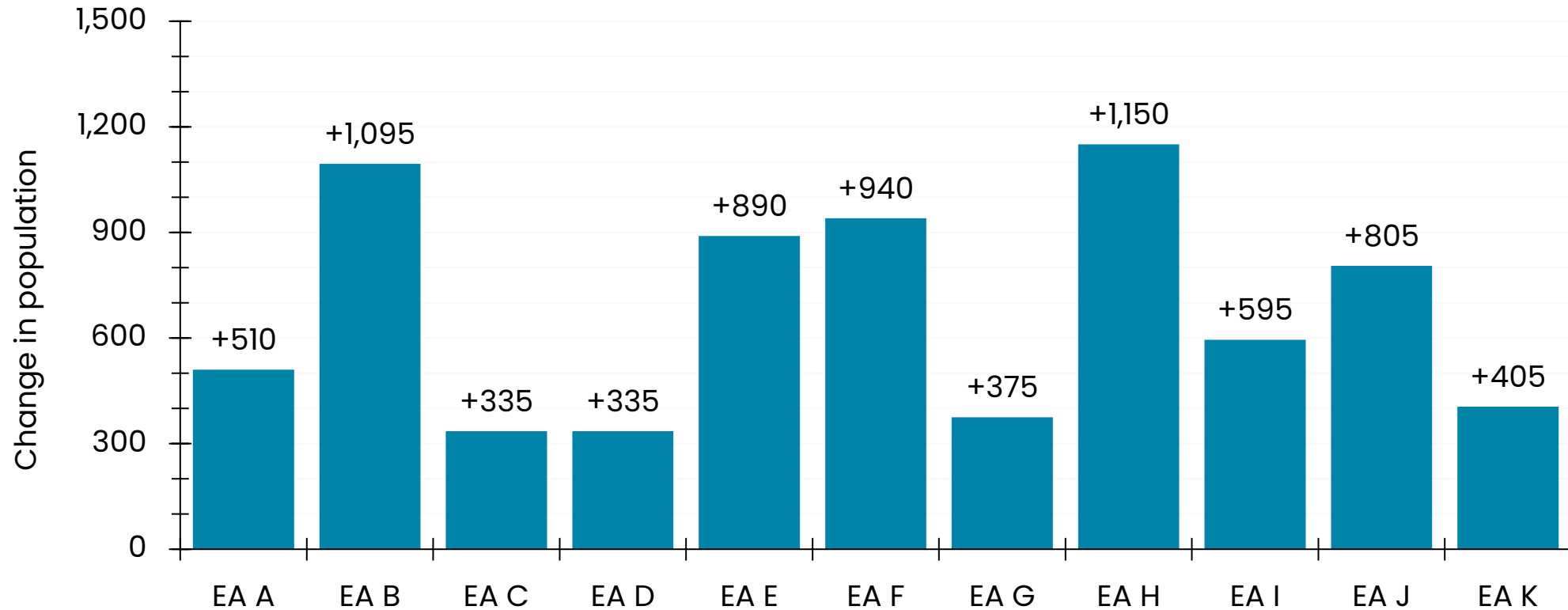


Source: BC Gov't Custom Statistics Canada Census tabulations, BC P.E.O.P.L.E. projections

- RDCK's electoral areas grew 6% from 2016-2021 – a growth of 1,795 people.

Population Growth

Anticipated growth (2021 to 2041) by electoral area

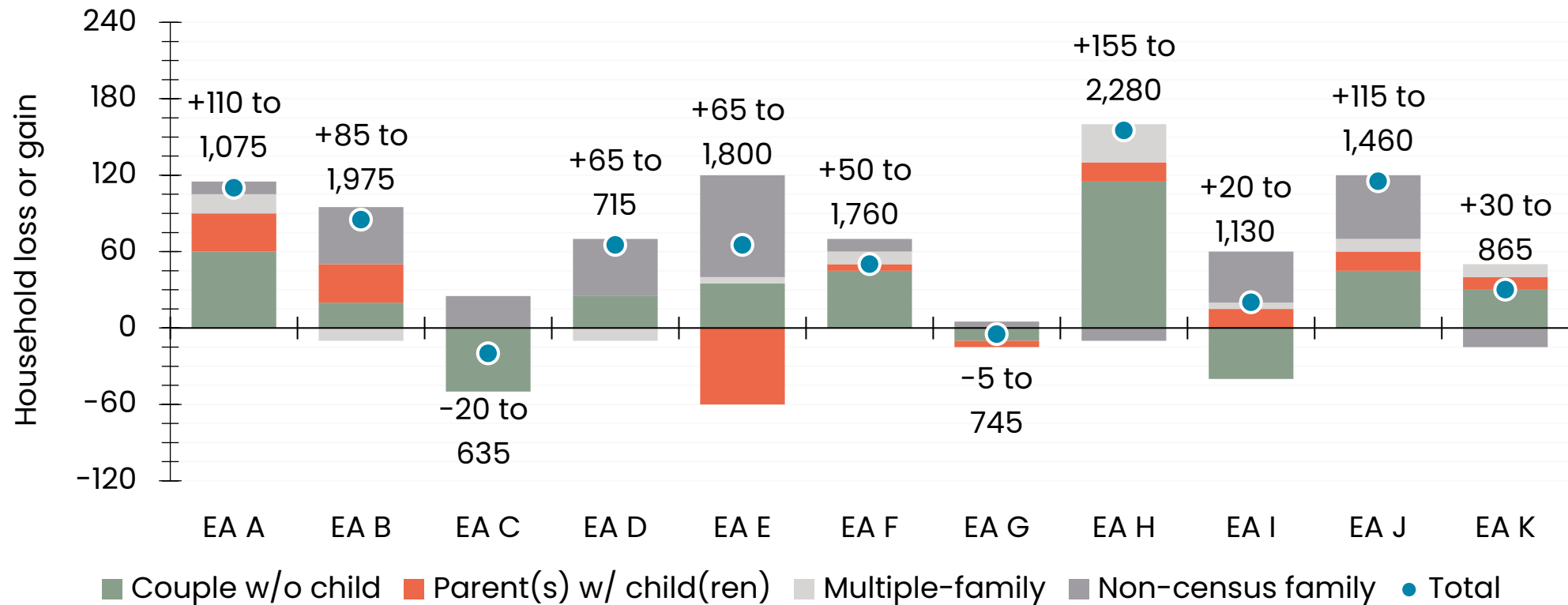


Source: BC Gov't Custom Statistics Canada Census tabulations, BC P.E.O.P.L.E. projections

- Total rural population may continue to grow over the next two decades, potentially expanding 23% from 2021 to 2041.

Household Trends

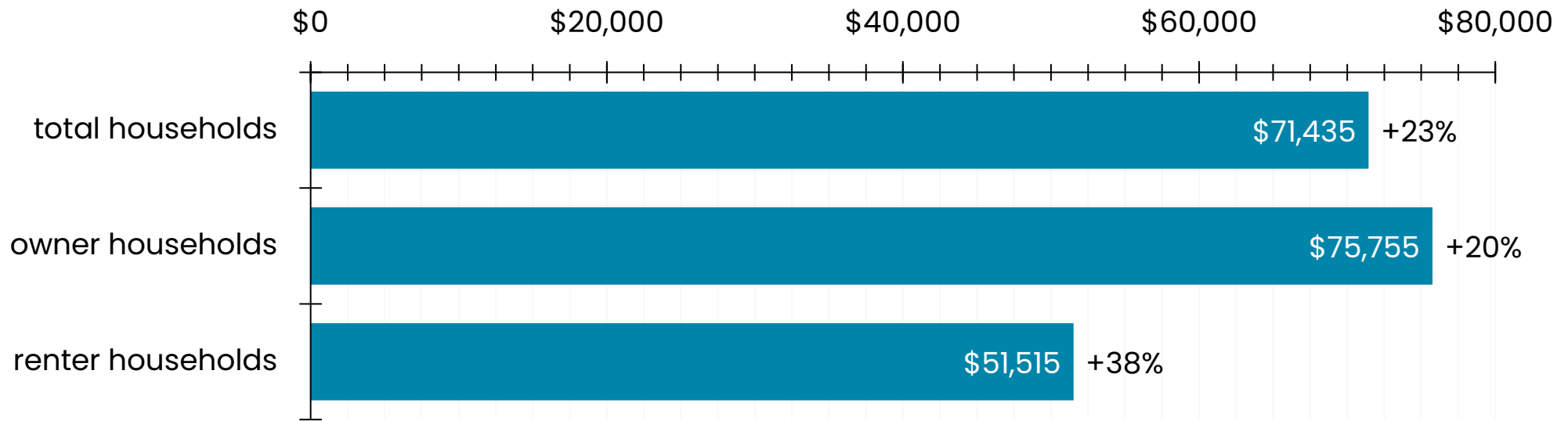
Net change in households by household family type and electoral area, 2016 to 2021



Source: BC Gov't Custom Statistics Canada Census tabulations

Income

2021 median before-tax household incomes & change 2016 to 2021



Source: BC Gov't Custom Statistics Canada Census tabulations

- A considerable portion of income increases is likely due to impacts of COVID-19 relief payments.

Income Categories

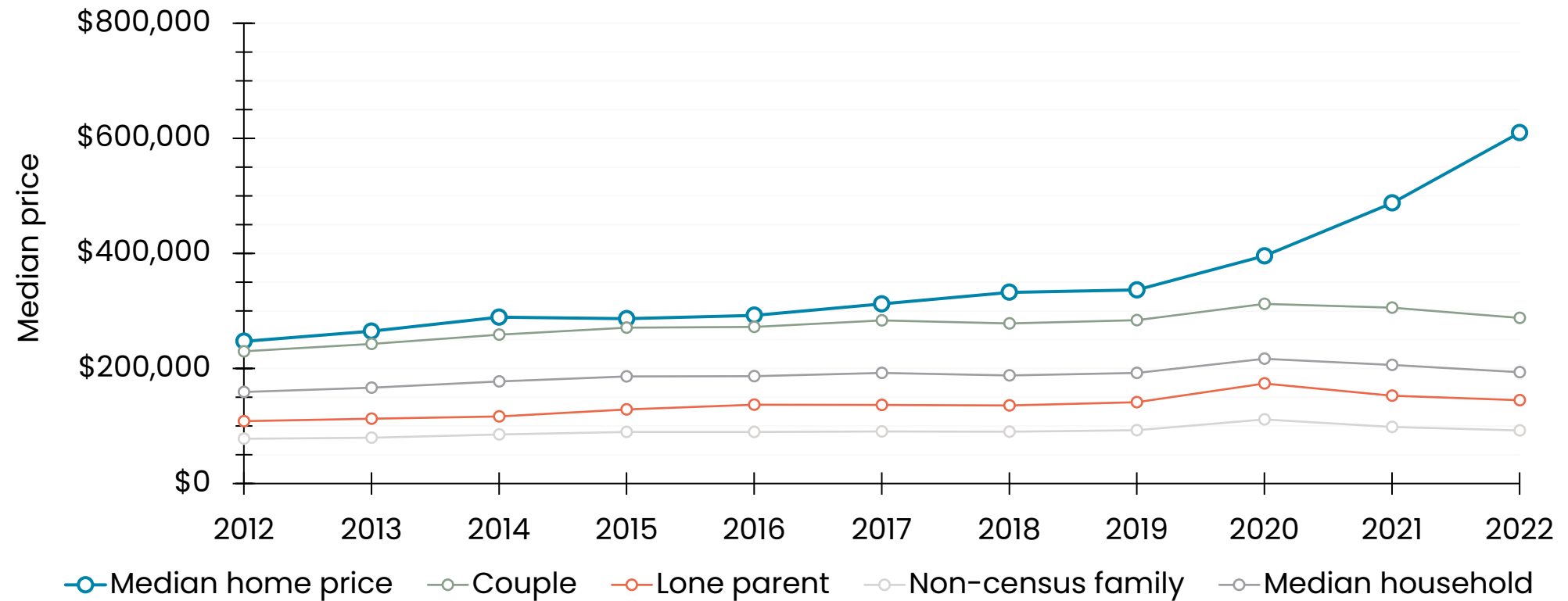
Income category summary, 2021

Income category	Annual household income	Affordable shelter cost	Estimated share of total households
Very low income	≤ \$14,300	< \$270	2%
Low income	\$14,301 to \$35,700	\$270 to \$670	18%
Moderate income	\$35,701 to \$57,150	\$670 to \$1,070	19%
Median income	\$57,151 to \$85,700	\$1,075 to \$1,605	22%
High income	\$85,701 +	\$1,605 +	39%

Source: UBC Housing Assessment Resource Tools (HART)

Homeownership Attainability

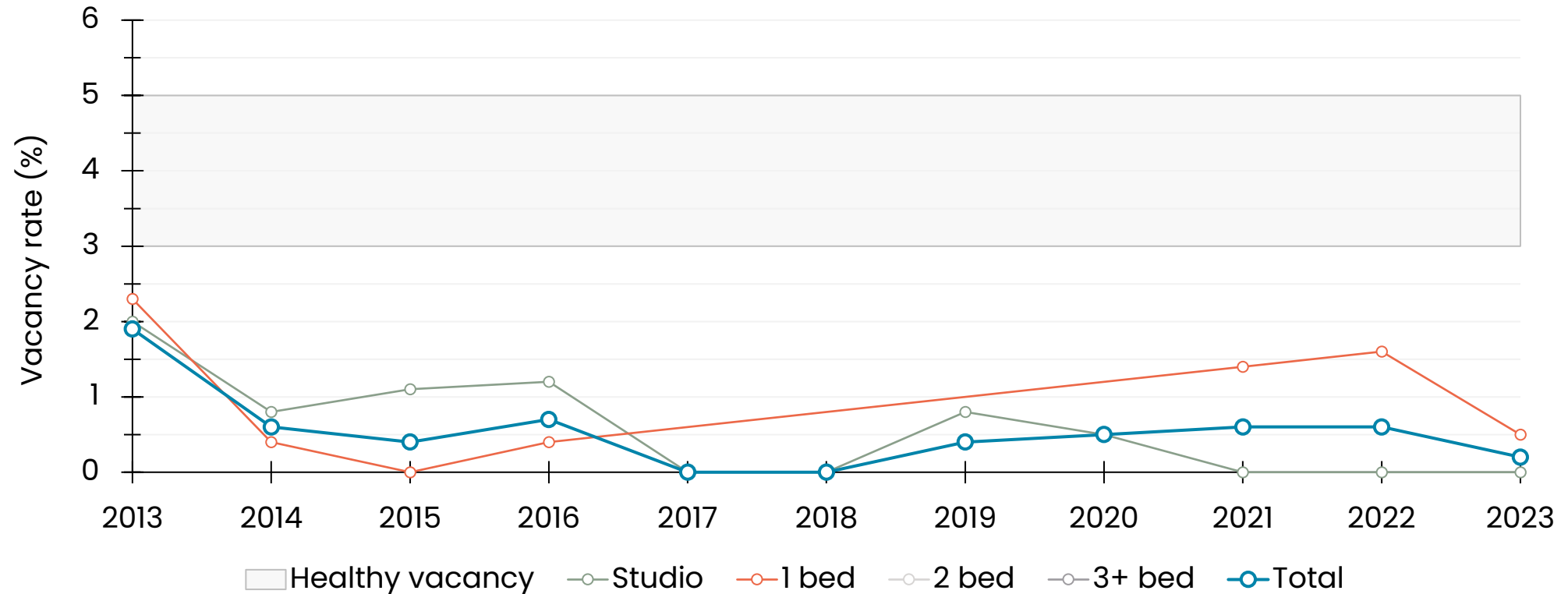
Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, mortgage assumptions, and custom Statistics Canada datasets

Rental Market

Annual vacancy rate for Nelson, as of October of each year



Source: CMHC Rental Market Survey

- Data not available for other municipalities or electoral areas.

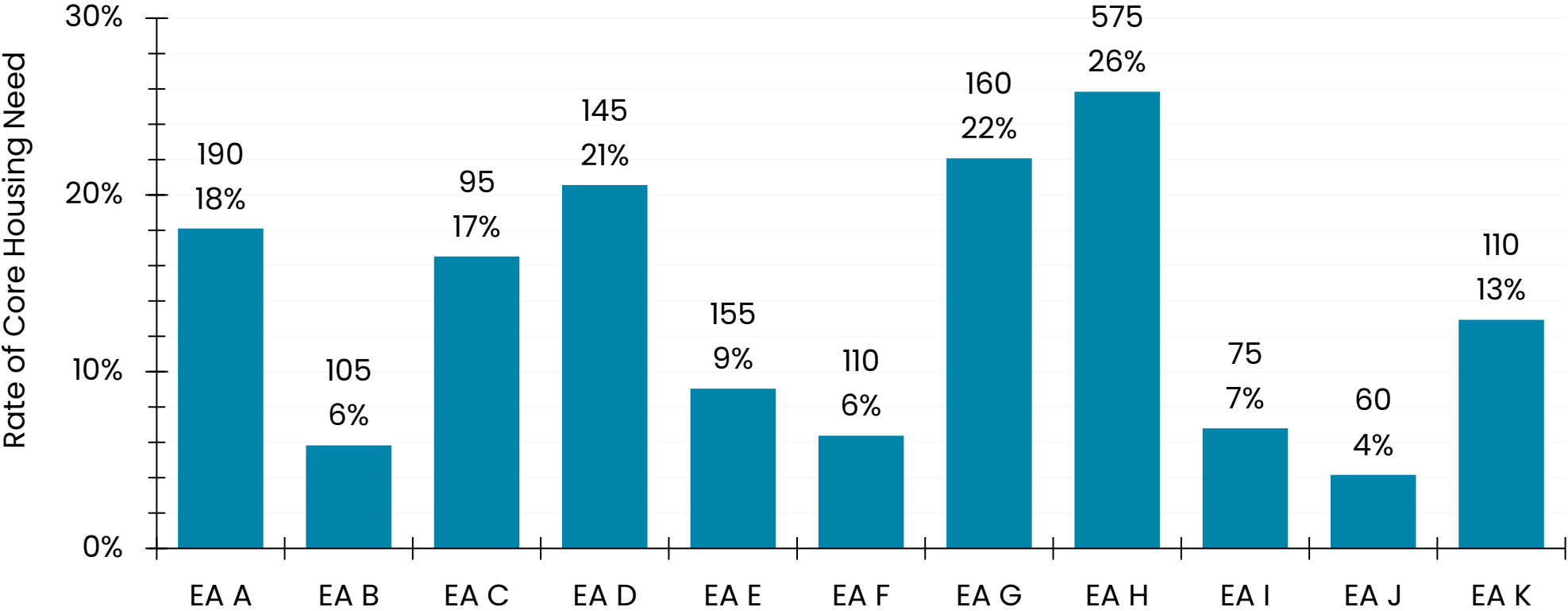
Core Housing Need

- Canadian Mortgage and Housing Corporation's (CMHC) Core Housing Need (CHN) metric measures whether a household's living situation does not meet any of the three following criteria,
 - **Adequacy** – a dwelling's state of repair
 - **Suitability** – prevalence of overcrowding
 - **Affordability** – less than 30% of before tax income spent on shelter costs

and whether alternatives exist in the market to meet the criteria.

Core Housing Need

Share of households experiencing core housing need, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

Projected Housing Demand

Anticipated housing demand by anticipated period and component

Component	Description
A: Extreme Core Housing Need	Paying more than 50% of household income on shelter costs.
B: Homelessness	Proportional share of RDCK's 2021 unhoused population
C: Suppressed households	Households unable to form due to housing market.
D: Anticipated growth	Demand from future households (20 years)
E: Vacancy	Restore local vacancy rates to healthy levels
F: Demand buffer	Additional demand beyond the minimum units required

Projected Housing Demand

Anticipated housing demand by anticipated period and component

Component	5 year (by 2026)	20 year (by 2041)
A: Extreme Core Housing Need	95	382
B: Homelessness	108	216
C: Suppressed households	353	1,410
D: Anticipated growth	2,034	5,138
E: Vacancy	9	38
F: Demand buffer	0	0
Total	2,600	7,184

Projected Housing Demand

Anticipated housing demand by anticipated period and electoral area (in total units)

Geography	5 year (by 2026)	20 year (by 2041)
Electoral Area A	191	527
Electoral Area B	336	903
Electoral Area C	106	282
Electoral Area D	132	371
Electoral Area E	314	858
Electoral Area F	330	927
Electoral Area G	149	431
Electoral Area H	433	1,223
Electoral Area I	206	571
Electoral Area J	247	663
Electoral Area K	155	427
Total	2,600	7,184

Distribution of Demand

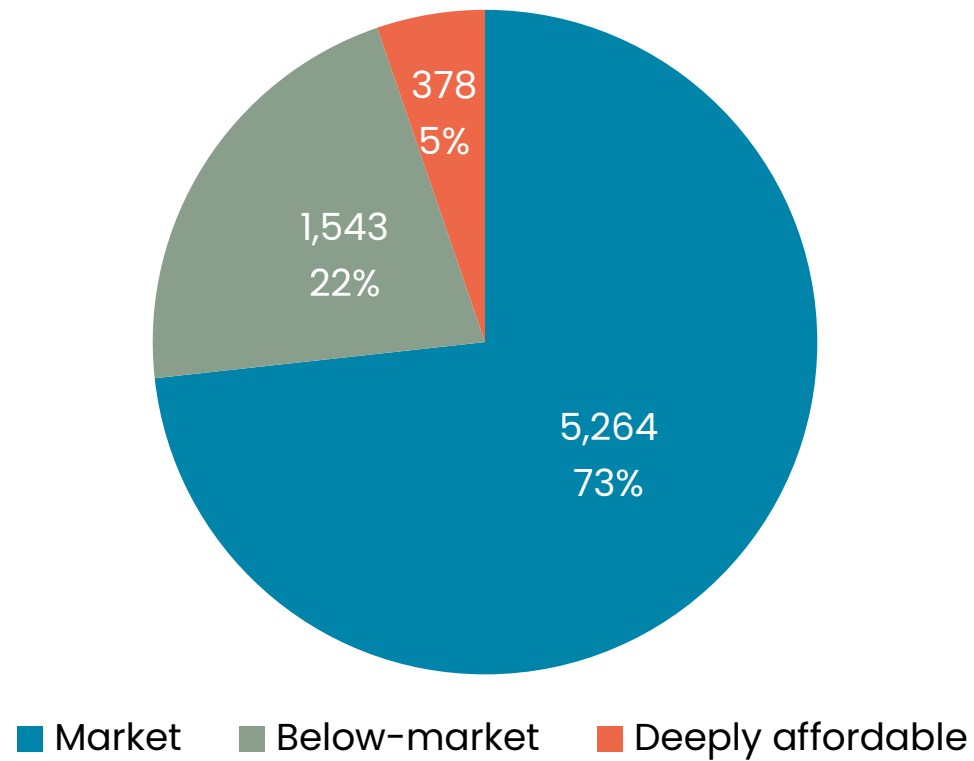
Anticipated demand disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	378	1,037	373	1,079	120	264	871	2,380
2-bed	618	1,674	73	224	23	55	714	1,953
3-bed	524	1,424	44	146	14	36	583	1,606
4+ bed	396	1,129	28	95	9	23	433	1,247
Total	1,916	5,264	519	1,543	166	375	2,600	7,184

Source: BC Government purchased Custom Statistics Canada Census Tabulations

Distribution of Demand

Anticipated demand disaggregated by anticipated price model



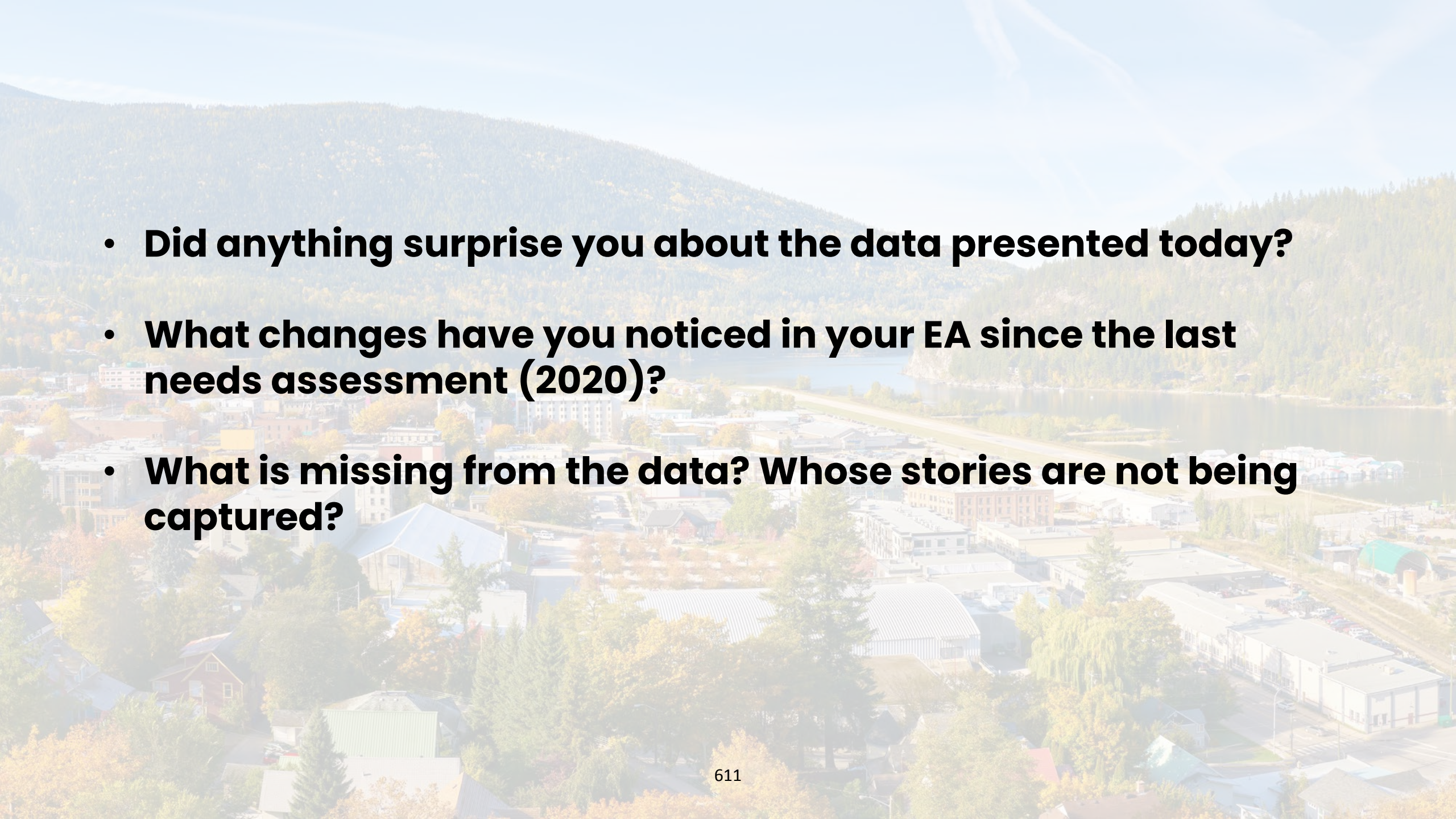
Source: BC Government purchased Custom Statistics Canada Census Tabulations

An aerial photograph of a town nestled in a valley. In the background, a large, forested mountain rises under a clear blue sky. To the right, a large body of water, likely a lake, is visible. The town itself is a mix of residential houses and larger commercial or institutional buildings. The overall scene is bright and clear, suggesting a sunny day.

Questions?

An aerial photograph of a town nestled in a valley. The town features a mix of residential houses and larger commercial or institutional buildings. A prominent feature is a long, straight paved area, possibly an airport runway or a large parking lot, extending from the town towards a large body of water on the right. The surrounding hills are densely forested with trees showing autumn colors. The sky is clear and blue.

Discussion

- 
- An aerial photograph of a town, likely in a mountainous region, with a large lake in the background. The town features a mix of residential houses and larger commercial or institutional buildings. The surrounding hills are covered in dense forest, and the sky is clear and blue. The text is overlaid on the left side of the image.
- **Did anything surprise you about the data presented today?**
 - **What changes have you noticed in your EA since the last needs assessment (2020)?**
 - **What is missing from the data? Whose stories are not being captured?**

Thank you!



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Andrew Scanlan-Dickie
ascanlandickie@turnerdrake.com



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Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

APPENDIX C: FOLLOW-UP QUESTIONS AND ANSWERS FROM THE ELECTORAL AREA DIRECTORS PRESENTATION AND DISCUSSION



What is the reliability of Statistics Canada data for rural areas?

Statistics Canada data is a generally reliable data source, whether it is used for an urban or rural community. While it is not perfect (no matter the area), it is our country's best resource for community level data across time. It is particularly strong at telling us information about our permanent population (i.e., folks living in a community more than half of the year) and not great at reporting information about seasonal / temporary populations. This does create additional headaches for rural contexts; particularly, those areas where there are high volumes of recreational populations. However, there are also concerns for urban areas; notably, the lack of information of student populations. Even if these persons receive the Census questionnaire while a student or living in a recreational dwelling, the respondent would need to report their permanent place of residence, which is what their information will be allocated to.

From a process perspective, there are some noteworthy limitations of the Statistics Canada Census program that can be more prevalent for rural communities and small towns, not because of their community type, but rather the number of people in these communities.

- **Census samples:** Statistics Canada's Census program issues two Census questionnaires: the short- and long-form versions.

Short-form: Demographic information is collected from 100% of the population. Data is collected for all units (dwellings) of the target population. No samples are needed since 100% of residents (or close thereto) should have responded.

Long-form: a random sample of 1 in 4 private dwellings in Canada is selected systematically. The sample size is determined to ensure the dissemination of reliable estimates for small areas and small populations.

For smaller communities (rural or urban), there is greater possibility that results from the 25% may vary greater from reality than for larger areas. This is particularly true when combined with Statistics Canada data rounding techniques.

- **Data rounding:** To ensure confidentiality, Statistics Canada rounds publicly available Census results randomly to nearest multiple of 5 below or above the actual value. When populations are larger, a round in any direction has a negligible effect on outcomes. For small communities, rounding a number can have notable impact. For instance, if the actual 15- to 19-year-old population was 21, the number reported by Statistics Canada may be either 20 or 25. If the previous period population was 20, this could mean either no growth occurred or the population group grew 25%.
- **Data suppression:** Another way to not identify individuals is to suppress data. This means the omission of data for certain geographic areas or demographic groups when the population size is too small, making individuals potentially identifiable. This practice is common in rural areas, small town, or for specific subpopulations within larger communities. By suppressing this data, Statistics Canada ensures that personal information remains confidential, adhering to strict privacy standards.

Even with the above considerations, it is important to keep in mind that the Census profiles available to the public (and the custom Census datasets purchased by the BC Government) report the same

information for every community across Canada, whether it is a neighbourhood, an electoral area, a municipality, a regional district, etc).

Is there a way to ensure that data is accurate enough to make relevant and useful recommendations? How do we ground truth the data?

Data is only one piece of the puzzle for the reports. Other elements are using stakeholder outreach to confirm or challenge what is being told from the data and using professional experience to identify where discrepancies may exist. A combination of all efforts is then applied to producing recommendations that are better tailored to the context / nuance.

This is why we choose to present preliminary findings early on the process to initiate discussions and identify if there are gaps or concerns to consider.

Has the work considered what happens in 5 years or 20 years when seniors are either in care or no longer here, and thus their housing returns to the market? Has data been applied for this transition?

There are several factors that must be considered for this type of analysis to produce relevant and appropriate results. Unfortunately, conducting such a detailed analysis is not feasible at the community level. However, I believe the concern is important enough to warrant inclusion in our reports, and we will make sure to address it.

The typical economic approach to addressing housing challenges focuses on the supply side, which is one of the few aspects that communities, from small to large, have some regulatory control over. For context, the 5- and 20-year projections follow a provincially prescribed methodology designed to estimate the scale of supply interventions needed over the next two decades to achieve a healthy housing market.

No methodology is perfect, particularly when forecasting, and these results represent just one scenario. In this scenario, the transition of seniors from their homes to care facilities is not explicitly considered in the calculations. Nevertheless, the model does consider the impact of senior households on future demand, which also impacts the need for care facilities themselves.

For simplicity, the model results can be viewed as the **total** demand across an area, including all housing types, forms, and service models (i.e., senior care facilities). As a next step, municipal and regional governments would review the aggregate demand data and consider additional variables, such as demographic shifts (e.g., growth rate of the senior population), to assess whether policy / regulatory adjustments are needed to accommodate senior-related housing needs.

What is the target demographic for recommending a need of 7200 homes? Has there been any consideration to the recreational buyers who do not live here but buy up housing stock? Is there any data as to what percentage of homes are 'lived full time' in rural areas or seasonally occupied?

The recommendation accounts for total housing demand across all demographics, including seniors, families, renters, and owners. However, the prescribed calculations do not specifically address demand for recreational homes. Much of the data used is from the Census, which provides detailed information about populations living in a community full-time. As a result, the analysis reflects the demand from these permanent residents.

That said, the final reports will include an analysis of the percentage of homes in the community that are occupied full-time versus those used for recreational purposes.

Using data from pandemic time frame is not realistic for decision making in future, is there another model set that can be used or created that could be more realistic?

This is a great point. Unfortunately, the demand projection model we use is prescribed by the province, so we must follow that methodology when generating local results.

The calculations are based on projected population and household data, which are produced by the Province of British Columbia using various inputs, such as migration trends (which were significantly impacted by the pandemic). These projections are updated semi-annually, with evolving assumptions based on new data.

This highlights the importance of regularly updating Housing Needs Reports. The province requires new reports every five years (in line with new Census data), providing opportunities for the province and communities to adjust in response to changing market conditions.

One advantage of using data from the pandemic period is that it generally represents a worst-case scenario for housing demand. If we plan based on these higher demand projections, we are likely to be well-positioned for future situations where demand may not be as high. In many ways, oversupplying the housing market is preferable to undersupplying, especially from an affordability standpoint.

It is important to note that the target set by the province is intended to guide policy and regulatory decision-making, particularly in adjusting how easy or difficult it is to build housing so the market can better respond to community needs. However, there are no penalties for not meeting the target – it serves purely as a strategic guideline.

Forrest fires seasons are making rural areas less desirable, some people are leaving our area, have we given any thought or numbers or is there any data available on this new consideration?

The Province's model does not account for environmental factors when calculating housing demand, nor is there much information yet on how climate issues, like forest fires, affect demand.

Migration trends and population outflows from communities are best studied by comparing Census data over time. When the 2026 Census data is available, communities impacted by frequent forest fires may report population declines. At that point, demand calculations would inherently reflect climate-related migration patterns, potentially reducing housing demand in those areas. This highlights the importance of regularly updating calculations and adjusting projections as needed.



Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

APPENDIX D: PRELIMINARY DATA FINDINGS PRESENTATION – COMMUNITY ORGANIZATIONS



RDCK Housing Needs Report Update – Initial Data Findings

Community Organizations Engagement Session
18 October 2024



619

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Agenda

- **Introductions**
- **Workshop Goals**
- **Project Overview**
- **Initial Data Findings**
- **Questions and Discussion**





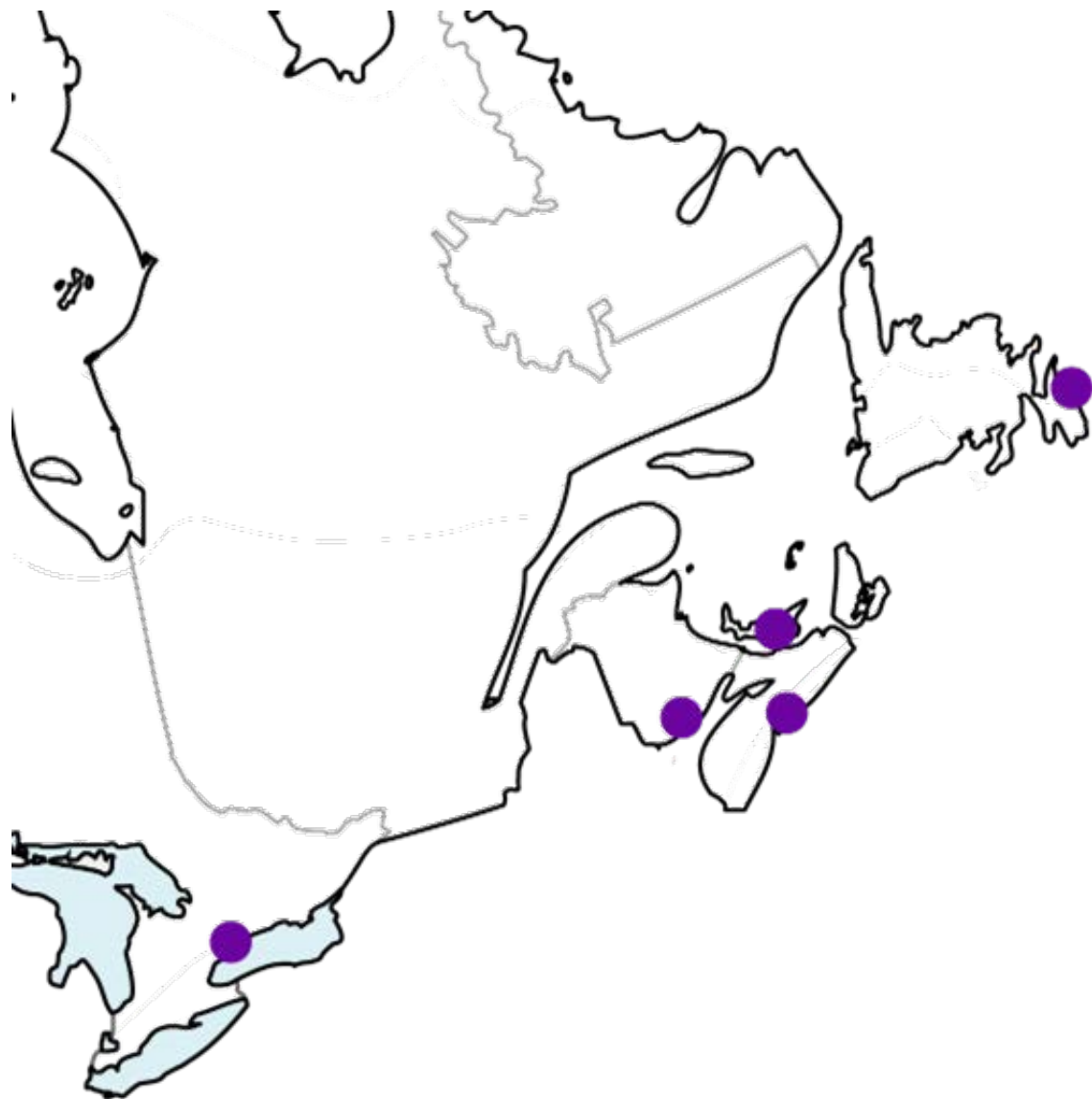
INTRODUCTIONS



M'akola Development Services is a professional consulting firm, including planners, development consultants, project managers, and non-profit housing experts.

- Over 30 years of experience in both the market and non-market housing sector
- Partnerships with all levels of government, non-profit organizations, Indigenous communities, and private industry
- Indigenous Board of Directors
- Focus on researching, developing and operating housing for Indigenous families and elders

We acknowledge with respect the peoples on whose traditional territory M'akola operates, including the **Lək'wəŋən, Xwsepsum, WSÁNEĆ peoples, K'ómoks First Nation, Lheidli T'enneh First Nation, x^wməθk^wəyəm, Skwxwú7mesh, and səliłwətał First Nations** whose historical relationships with the land continue to this day.



Turner Drake is a real estate consulting firm offering a broad range of related services across Canada, including property valuation experts, planners, and real estate market analysts.

- Breadth of work and specialties rooted in the housing sector
- Significant experience with demographic, planning, and market analysis for local, regional, and provincial governments
- The firm focusses on data-informed deliverables



WORKSHOP OBJECTIVES

Session Goals

- Provide information on the RDCK Housing Needs Report (HNR) Update
- Share initial regional data findings and answer questions
- Identify potential gaps in the data
 - *Are there stories not being captured?*
 - *Does the data reflect the conditions you are hearing about and/or seeing in your communities?*



PROJECT OVERVIEW

Project Goals

1. **Meet New Provincial Requirements**

- Build upon 2020 Needs Assessment
- Develop new projections
- Incorporate January 2024 Provincial legislation updates.

2. **Recommendations: Current Context and Population Growth**

- Assess housing gaps
- Identify opportunities like partnerships and funding.

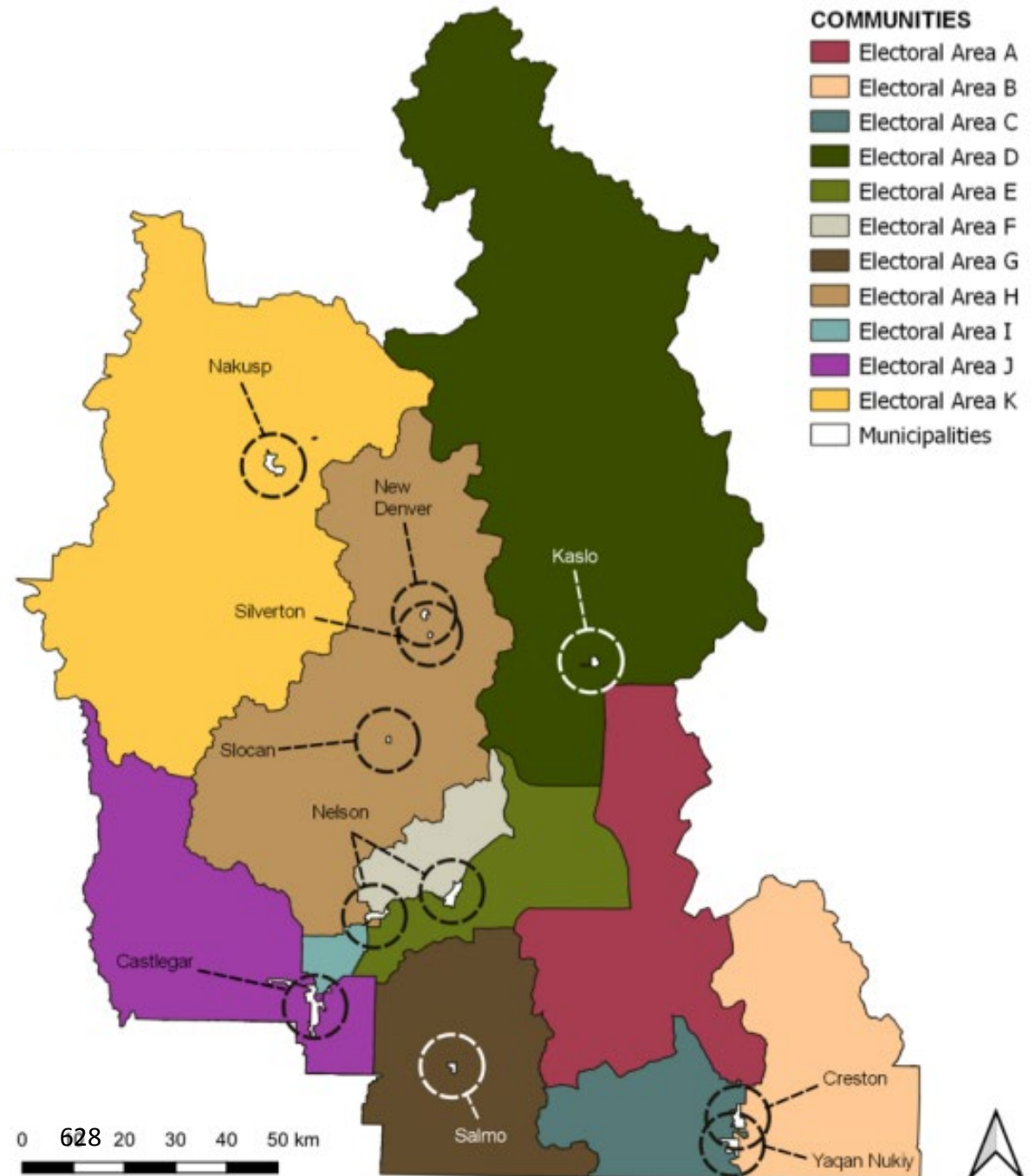
3. **Review Bill 44 Requirements**

- Review current OCPs and identify where changes can be made.
- Use the new HNR Method for calculations.
- Review the Policy Manual for any other requirements.

Project Overview

Participating Communities:

- Kaslo
- Nakusp
- Salmo
- Silverton
- Slocan
- Electoral Areas A-K



Project Overview

Old Requirements

- Collect data on 50+ housing indicators
- Publicly display data on local government website
- “Consider” data when updating or amending OCPs, zoning bylaws, etc.

New Interim Reporting Requirements

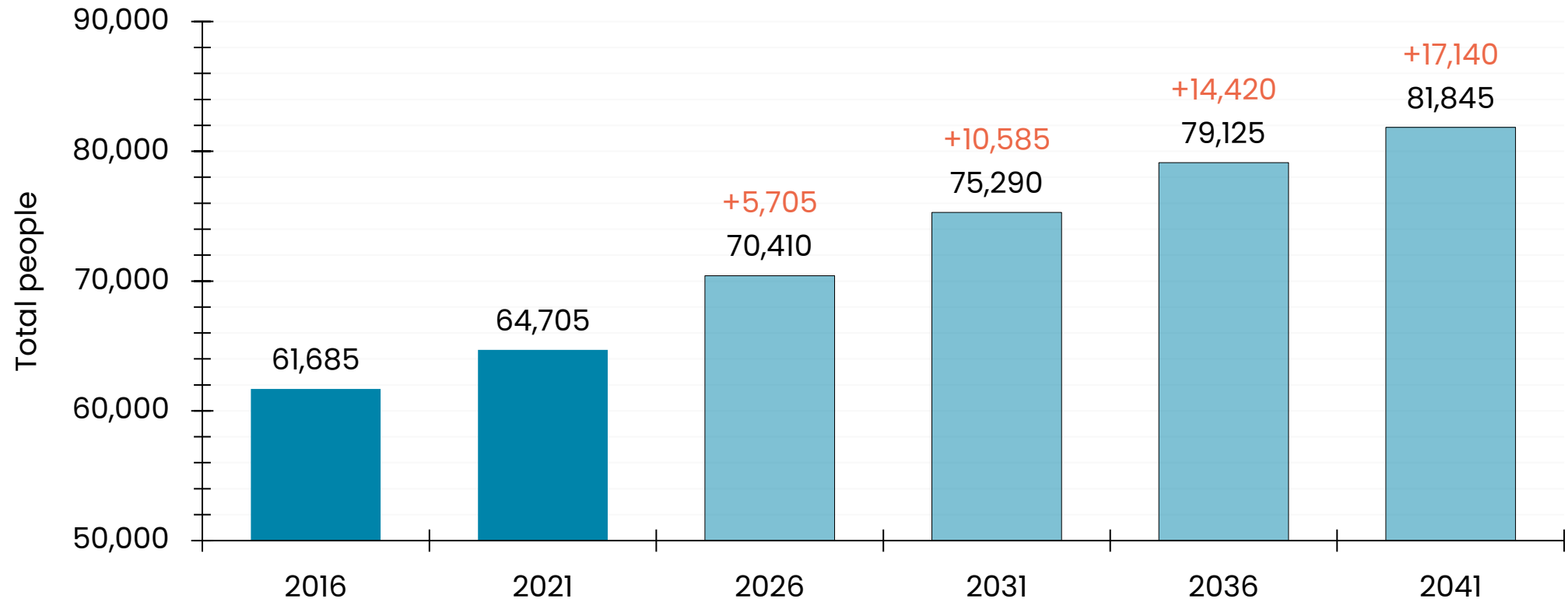
- The number of housing units required to meet current and anticipated need for the **next 5 and 20 years.**
- A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
- A description of the actions taken by the local government, since receiving the most recent Housing Needs Report.



INITIAL DATA FINDINGS (REGIONAL SUMMARY)

Historical Population Growth

Historical and anticipated growth, and change in population since 2021

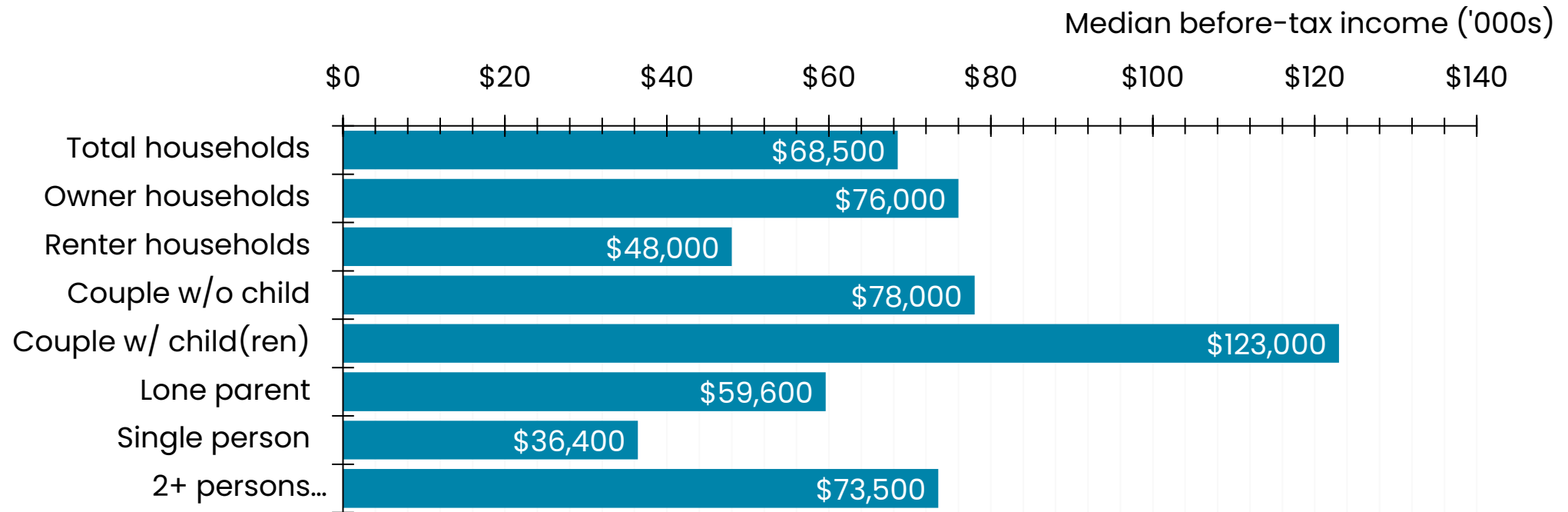


Source: BC Gov't Custom Statistics Canada Census tabulations, BC P.E.O.P.L.E. projections

- Estimates suggest the 2024 population was 68,975

Income

2021 median before-tax household incomes by tenure and household type

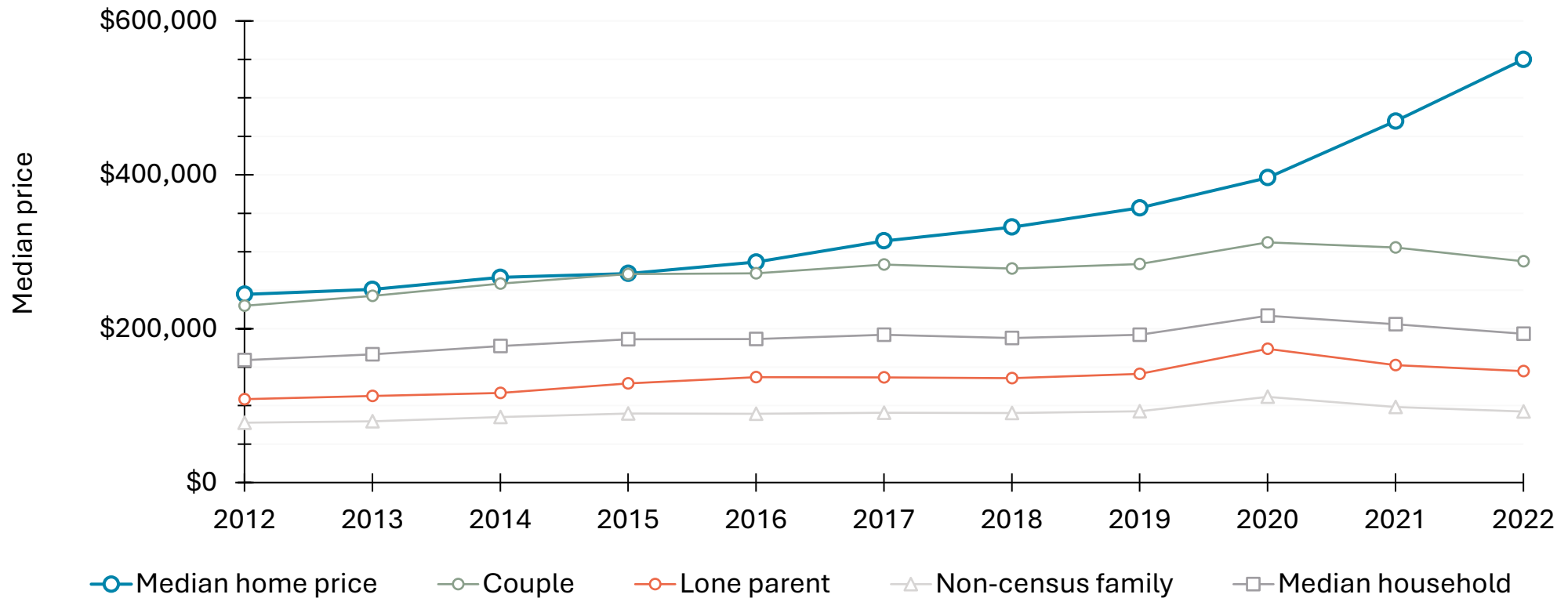


Source: BC Gov't Custom Statistics Canada Census tabulations

- The median before-tax household income grew 24% between the 2016 and 2021 Census, with a considerable portion of this increase attributed to the impacts of COVID-19 relief payments.

Homeownership Attainability

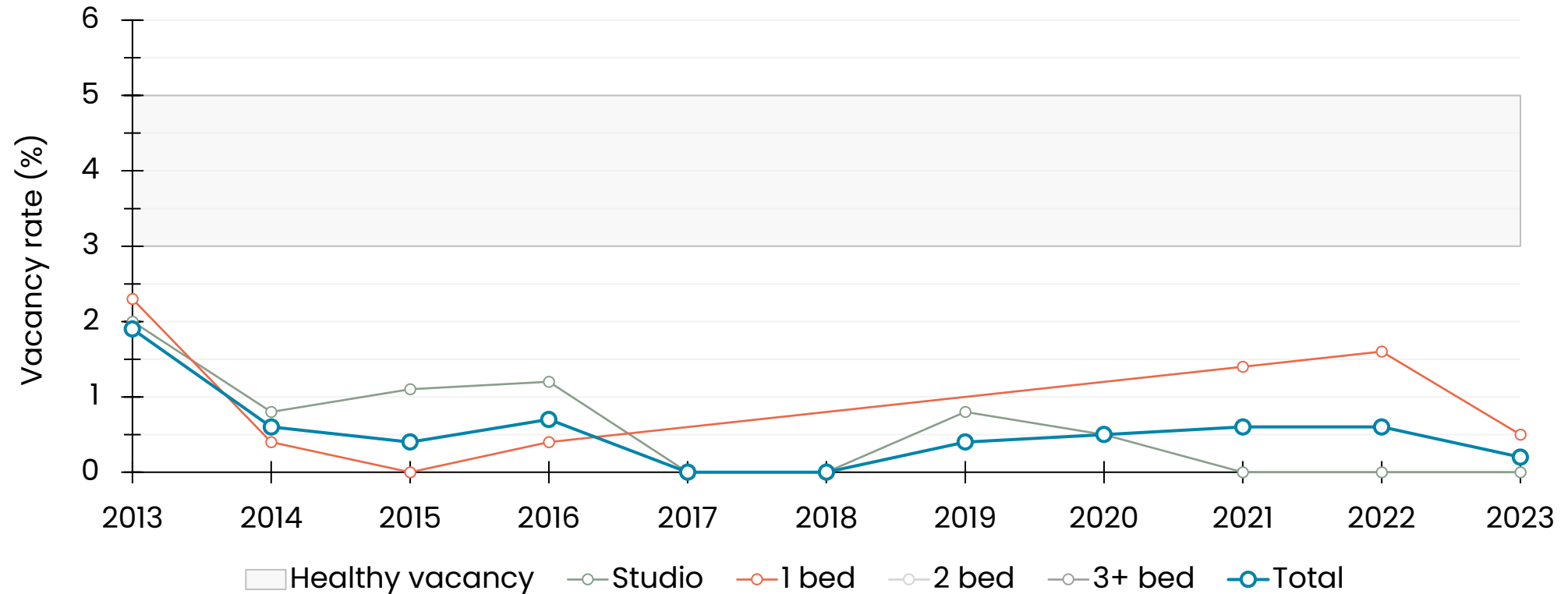
Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, mortgage assumptions, and custom Statistics Canada datasets

Rental Market

Annual vacancy rate for Nelson (as example), as of October of each year



Source: CMHC Rental Market Survey

- Data not available for other municipalities or electoral areas.

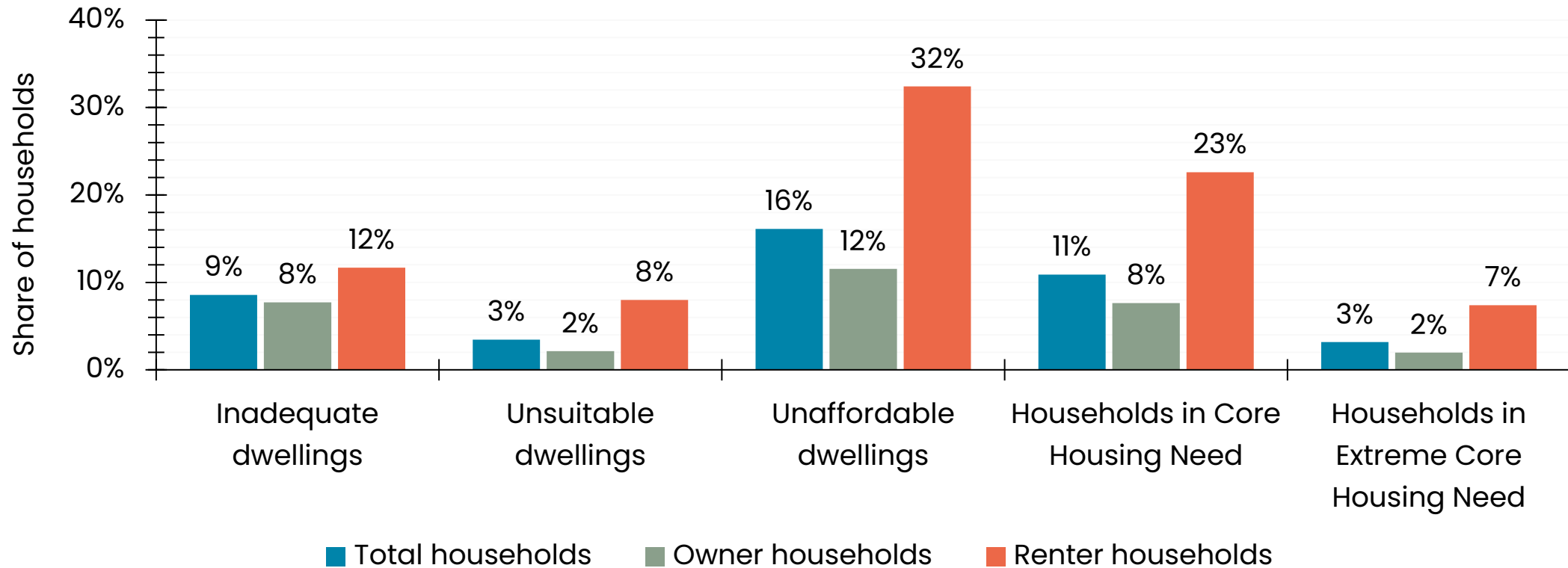
Core Housing Need

- Canadian Mortgage and Housing Corporation's (CMHC) Core Housing Need (CHN) metric measures whether a household's living situation does not meet any of the three following criteria,
 - **Adequacy** – a dwelling's state of repair
 - **Suitability** – prevalence of overcrowding
 - **Affordability** – less than 30% of before tax income spent on shelter costs

and whether alternatives exist in the market to meet the criteria.

Core Housing Need

Share of households experiencing housing criteria and core housing need, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

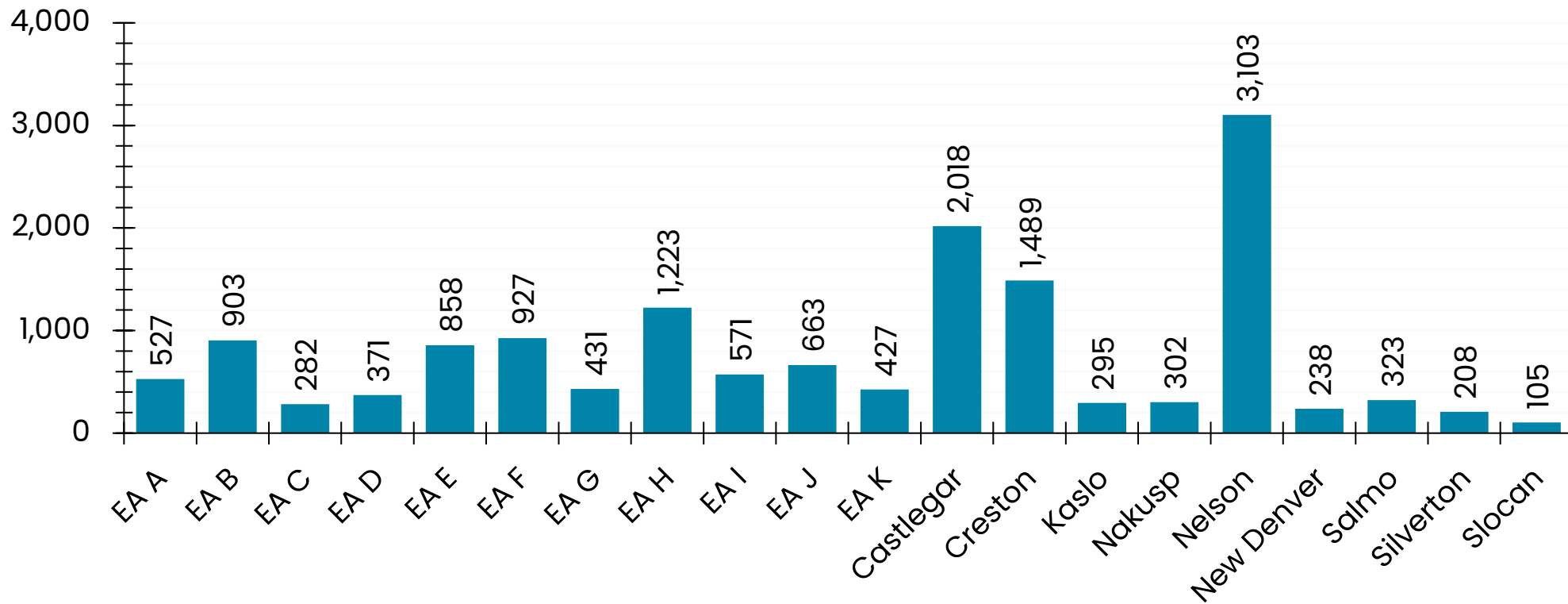
Anticipated Demand

Standardized methodology supplied by the Province that accounts for

- Current demand
- Projected demand
- Demand buffer – not enough to “meet” demand, need additional units to restore balance and improve affordability.

Projected Housing Demand

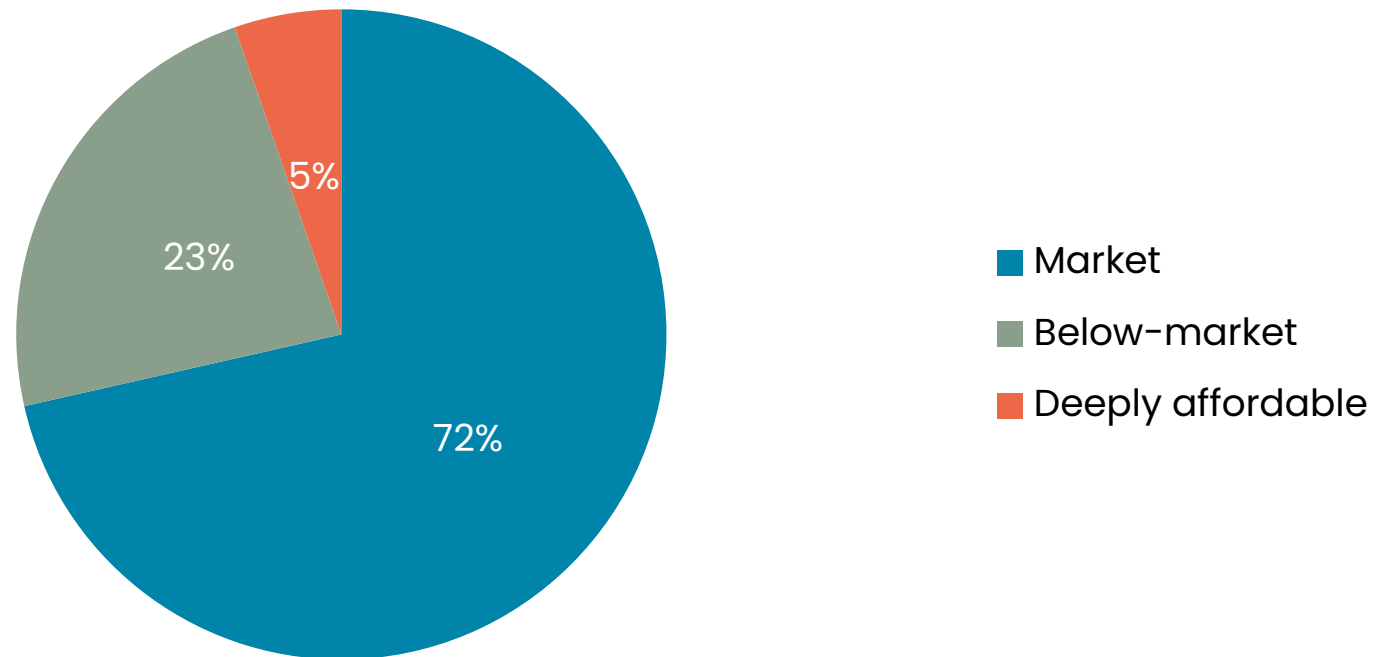
Anticipated housing demand from 2021 to 2041 by community



- Total demand by 2041 = 15,264 dwellings

Distribution of Demand

Distribution of demand by housing price model, 2021 to 2041



An aerial photograph of a town nestled in a valley. In the background, a large, forested mountain rises under a clear blue sky. To the right, a large body of water, likely a lake, is visible with some buildings and a pier. The town itself is a mix of residential houses and larger commercial or institutional buildings. The overall scene is bright and clear.

Questions?

An aerial photograph of a town nestled in a valley. In the background, a large, forested mountain rises under a clear blue sky. To the right, a large body of water, likely a lake, is visible. The town itself is a mix of residential houses and larger commercial or institutional buildings. The overall scene is bright and clear, suggesting a sunny day.

Discussion

- 
- An aerial photograph of a town, likely in a mountainous region, with a large forested mountain in the background. The town features a mix of residential and commercial buildings, including a large industrial-style building with a corrugated metal roof. The scene is captured from a high angle, showing the layout of the town and the surrounding landscape.
- **Do you have questions or comments about the data presented today?**
 - **Have you noticed any changes since the last RDCK Housing Needs Reports (2020)?**
 - **Is anything missing from the data, or not being captured?**

Thank you!



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Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

APPENDIX E: COMMUNITY ORGANIZATIONS CONTACT LIST



Community Organization	Attended (Y/N)
Castlegar & District Community Services Society	Yes
Creston Family Community Housing Society	Yes
HappiPad	Yes
Interior Health	Yes
New Denver Housing Society	Yes
Salmo and Area Supportive Housing Society	Yes
Slocan Valley Seniors Housing Society	Yes
South Columbia Residents Society	Yes
Arrow and Slocan Lakes Community Services (ASLCS)	No
Arrowtarian Senior Citizen Society	No
Balfour Seniors Association Outlet Society	No
Bluebell Manor Society	No
Circle of Indigenous Nations Society	No
CMHA Kootenay	No
Columbia Basin Trust	No
Community Futures Central Kootenay	No
Community Harvest Foodbank	No
Community Living BC	No
Creston Trinity Housing Society	No
Creston Valley Community Housing Society	No
Habitat for Humanity	No
Halcyon Assisted Living Society	No
Handy Capable Housing Society (HCHS)	No
Healthy Community Society of the North Slocan Valley	No
Kaslo & District Seniors Shelter Society	No
Kaslo Housing Society	No
Kootenay Christian Fellowship	No
Kootenay Lake East Shore Community	No
Kootenay Regional Association for Community Living	No
Kootenay Seniors	No
Kootenay Society for Community Living	No
Links Housing Co-op	No
Lower Kootenay Housing	No
Nelson Community Services	No
NEXUS Community Support Society	No
Salmo Community Resource Society	No
Salmo Senior's Villa	No
Share Nelson Housing Initiative Society	No



Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

Regional Summary

DECEMBER 2024



Acknowledgments

The authors of this report acknowledge that this study takes place on the traditional land and territory of the Sinixt, the Syilx, the Ktunaxa and the Secwépemc. We hope to continue their legacy of learning from, caring for, protecting, and enjoying the blessings of tradition and territory.

The development of this Regional Summary was led by the Regional District of Central Kootenay (RDCK) and supported by staff from the Land Use and Planning department. We would like to acknowledge and thank elected officials and members of the community who participated in engagement sessions, including:

- Electoral Area Directors
- Staff from the Villages of Kaslo, Slocan, Salmo, Nakusp and Silverton
- Castlegar Community Services
- Creston Family Community Housing Society
- HappiPad
- Interior Health
- New Denver Housing Society
- Salmo and Area Supportive Housing Society
- Slocan Valley Seniors Housing Society
- South Columbia Residents Society

Prepared for:



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Executive Summary

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities, released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and the changing housing landscape. Like many other regions across BC, the RDCK is facing escalating housing pressures and rising housing costs.

Recognizing the dynamic nature of the housing market, the availability of new data, and the necessity for updated housing reports, the RDCK commissioned HNR updates for its rural Electoral Areas (A, B, C, D, E, F, G, H, I, J, and K) and partnering municipalities (the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan). It serves as an update to the previously completed 2020 needs report while incorporating new analyses and data. This report aims to provide a regional overview of current and anticipated housing conditions and needs.

KEY FINDINGS

The RDCK Population is Growing and Changing

- RDCK's total population grew 5% between 2016 to 2021. During this same period, households grew 6%. It is anticipated that the region will continue to experience growth over the next two decades.
- In 2021, the RDCK's population in the electoral areas and municipalities was 64,705. Projections anticipate there may be about 81,845 residents across the RDCK by 2041, and 37,970 households.
- Growth has historically been, and may continue to be, led by seniors and older residents. Projections also anticipate increases among 25- to 44-year-olds over the next 20 years.

Sale Prices are Rising, and Home Ownership is Increasingly Out of Reach for Many

- The median home sale price in the RDCK rose approximately 54% between 2019 and 2022. The median single-detached home sold for \$549,900 in the RDCK in 2022. Despite increased interest rates introduced at the beginning of 2022 to mitigate escalation, home prices across the RDCK have continued to rise since 2022.
- Since 2016, the median price of a home has become increasingly out of reach for all household family types, with the largest widening occurring after the notable appreciation post-2019.
- House prices across the RDCK are increasing at a much higher rate than incomes, making it increasingly more difficult for current and future residents to purchase a home in the region.

Rural Residents are Facing Housing Affordability Challenges

- In 2021, 11% of regional households lived in a home that was in need of major repairs, overcrowded, and/or unaffordable – referred to as living in “Core Housing Need.”
- Renter households are more severely affected by Core Housing Need. This is largely related to renter households having lower household income levels that make it more difficult to access adequate, suitable, and affordable housing. In 2021, approximately 23% of renter households in the region were in Core Housing Need.

- About 19% of RDCK households (5,415 households) earned a “very low income” or “low income.” These households can afford at most a monthly mortgage or rent of \$640. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

Demand is Expected to Increase over the Next 20 Years

- Over the next two decades, provincial projections suggest the regional district may need to add a total of 15,265 new homes across the housing spectrum to mitigate increased market imbalances, account for anticipated new demand, and address existing housing deficits.
- Much of the demand will be influenced by population growth. Growth is largely driven by factors outside of local government control including economic opportunities, available services, infrastructure, transportation, natural disasters, federal and provincial policy, and education opportunities.

KEY AREAS OF LOCAL NEED

Based on analysis of data and feedback from elected officials and community organizations, the following summary statements describe the current and anticipated housing needs across the following seven key areas: affordable housing, rental housing, special needs housing, housing for seniors, housing for families, shelters for individuals experiencing or at risk of homelessness and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation.

Table 0-1: Key areas of local need

Need	Description
Affordable housing	<p>Affordability is the largest contributor to Core Housing Need in the RDCK. Estimates from 2016 to 2022 indicate that the gap between income purchasing power and actual house prices has widened, indicating that homeownership is further out of reach for most residents, particularly, first-time homebuyers.</p> <p>Individuals or families with one income are struggling the most to find affordable housing options in the community, whether to rent or own. Approximately 19% of RDCK households earned a “very low” or “low” income (see section 3.3.2 for income categorization information). While many in these categories may already be shelter-secure (e.g., retired households with fully paid-off mortgages), this percentage represents a significant portion of the population that may be especially vulnerable to affordability challenges.</p> <p>Projections anticipate at least 5,142 subsidized affordable units (34% of all units) and 10,122 additional market units will be needed by 2041 to meet demand and begin to balance prices.</p>

Need	Description
Rental housing	<p>Homeownership is becoming increasingly unaffordable for the typical household, forcing many who would prefer to own a home to rent instead. Although the cost of renting is also likely increasing, it often remains the more cost-effective option between the two tenures.</p> <p>Approximately 22% of RDCK dwellings are rented. Broader tenure trends in the RDCK and across BC suggest that rates of rentership will rise over the next two decades. As rental vacancy rates continue to decrease, this identifies a clear increase in demand for rental housing relative to available supply. Although vacancy rates typically reflect purpose-built rentals in urban areas, a declining vacancy rate in these markets (i.e., Nelson) forces households to seek alternatives in lower-density markets where there is better availability and prices. This leads to increased demand overall.</p>
Special needs housing	<p>Although data on waitlists and core housing need is not specific to community members with special needs, national disability statistics show that overall rates of disability increased from 22.3% to 27.0%¹ between 2017 and 2022 surveys. Much of this increase is attributed to the growth of the senior population. As the population in the RDCK ages, projections expect the need for more accessible and specialized housing to increase.</p> <p>Increases were also observed among youth and working-age adults, with significant rises in mental health, learning, and developmental challenges. This indicates a broad need for improved access to supportive housing options that cater to various specific support needs and age demographics.</p>
Housing for seniors	<p>According to BC projections, the RDCK can anticipate that senior-led households will continue to grow over the next two decades. By 2041, senior-led households may increase by 38% and could comprise 38% of total regional households.</p> <p>In 2022, the Canadian disability rate among the senior population was 40%, an increase of three percentage points since the last survey in 2017. A significant portion of this rate is related to mobility issues, and the likelihood of disability that increases with age.</p> <p>Given the anticipated growth in senior households and the elevated disability rate within this group, increased senior housing interventions are necessary. These could include ensuring senior housing and facilities are widely permitted locally, further modifying building standards to support aging in place, and/or developing and improving existing senior services and programs.</p> <p>While many solutions fall outside the direct influence of local government, there may be opportunities to partner with other levels of government and local or regional organizations to encourage appropriate seniors housing.</p>

¹ Statistics Canada. (2023, December 1). Canadian Survey on Disability, 2017 to 2022. <https://www150.statcan.gc.ca/n1/daily-quotidien/231201/dq231201b-eng.htm>

Need	Description
<p>Housing for families</p>	<p>Projections anticipate that young family aged households may increase over the next two decades, potentially at a faster pace than senior-led households. Consequently, the change in demand for family-specific dwellings (e.g., those with more bedrooms or larger floor areas) may be notable.</p> <p>The growth of family-aged individuals is vital for sustaining local employment and productivity. Affordable options with multiple bedrooms are key to meeting the needs of families, especially lone parent households who often need non-market options to ensure appropriate affordability. Families may also be served by interventions in other areas of the housing spectrum, for example by additional seniors housing that helps reintegrate larger homes back into the market.</p>
<p>Shelters to address homelessness</p>	<p>While shelters are often located in larger urban communities, homelessness is not confined to these areas. National and provincial trends show that overall homelessness is on the rise, with hidden homelessness likely increasing, particularly in small urban and rural areas.</p> <p>About 2% of RDCK households were identified as earning "very low" incomes. These individuals are the most vulnerable to changes in their housing circumstances and are the most likely to require emergency housing interventions.</p> <p>Addressing homelessness locally is ideal, as it allows residents to remain within their community. However, doing so can be challenging, especially in rural areas, without provincial or federal support. Regional homelessness strategies should be developed and/or strengthened to help coordinate and determine the allocation of emergency housing services and programs.</p>
<p>Proximity to transportation</p>	<p>Current residential development patterns within the RDCK are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. Presently, the Regional District lacks public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways.</p> <p>With limited funding models to support transportation infrastructure across the rural RDCK, even in areas where new housing developments are planned, the scope of transportation service options for future expansion remains constrained. The RDCK recognizes the critical role that active transportation plays in connecting communities and supporting broader social determinants of health, particularly in relation to housing. Given these considerations, the RDCK acknowledges the opportunity to further explore options for developing transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the electoral areas.</p>

1. Introduction

1.1 OVERVIEW

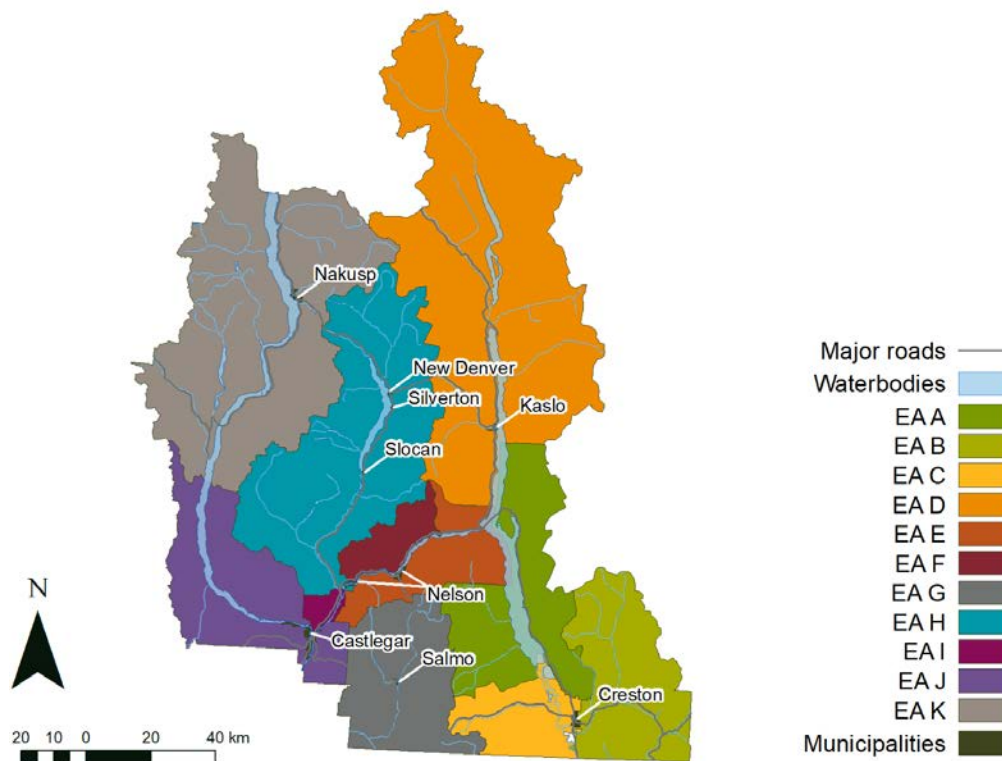
Using a wide range of quantitative data and qualitative input from elected officials and community organizations, this document analyzes existing and anticipated housing needs and gaps in the RDCK.

All data presented in the report refers to the region overall (municipalities and electoral areas) unless otherwise identified in the text.

Like many regions across British Columbia, the RDCK is experiencing significant housing pressures, accelerating home sale prices, and rising rents. The purpose of this Housing Needs Report (HNR) update is to develop an understanding of the current and anticipated housing conditions for the Region. The report provides an overview of existing housing gaps, and potential opportunities to expand or create new partnerships critical to the provision of housing.

A thorough assessment of housing need is a vital foundation to support future initiatives. The data gathered and insights generated by a needs report can inform land use and social planning initiatives at the regional level as well as provide hard evidence to further advocacy to senior levels of government. They are also a useful resource for those engaged in or entering the housing sector.

Figure 1-1: Location map – electoral areas (EAs) and municipalities



Source: BC Geo Warehouse, Statistics Canada

Table 1-1 – Participating municipalities and electoral areas

Municipalities	Electoral Areas
Village of Kaslo	Electoral Area A – Wynndel/East Shore-Kootenay Lake
Village of Nakusp	Electoral Area B – Rural Creston
Village of Salmo	Electoral Area C – West Creston
Village of Silverton	Electoral Area D – North Kootenay Lake
Village of Slocan	Electoral Area E – West Arm Kootenay Lake
	Electoral Area F – West Arm North Shore
	Electoral Area G – Salmo River Valley
	Electoral Area H – The Slocan Valley
	Electoral Area I – Sentinel Mountain
	Electoral Area J – Columbia/Lower Arrow
	Electoral Area K – The Arrow Lakes

1.2 REPORT ORGANIZATION

The RDCK HNR Update includes the following reports:

Regional Summary Report

The Regional Summary Report provides a regional overview of current and anticipated housing needs and conditions. Unless explicitly noted, the data discussed in this summary report is for the entire region and is meant to be used in conjunction with the Village Community Profiles and Electoral Area Summary Report.

Village Community Profiles

Each participating municipality has its own stand-alone Community Profile with village specific data and analysis. While these profiles contain updated data and the legislated Interim Housing Needs Report (IHNR) reporting requirements, the Regional Summary Report contains additional in-depth analysis and commentary. We recommend that these be reviewed along with the Regional Summary Report to ensure the most complete housing picture is available for your community.

Electoral Area Summary Report

The Electoral Area Summary Report includes data and analysis as well as the legislated Interim Housing Needs Report (IHNR) reporting requirements for each electoral area (A-K). Like the Community Profiles, we recommend the Electoral Area Summary Report be reviewed along with the Regional Summary Report to ensure the most complete housing picture is available for your community.

Engagement Summary Report

The Engagement Summary Report summarizes engagement activities conducted by the consulting team in collaboration with RDCK staff for the HNR updates. The report captures key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the Regional Summary Report, Village Profiles, and Electoral Area Summary Report.

1.3 HOUSING NEEDS REPORT HISTORY AND THE HNR METHOD

Initial Legislative Requirements (2019)

Since 2019, BC has required local governments to complete a Housing Needs Report (HNR) every five years, with the first reports required in 2022. Although the mandate called for an estimated number of housing units needed over the next five years to meet demand, it lacked standardized guidelines or methodology for producing these estimates. As a result, most communities projected household growth based on the previous five years, which often reinforced existing shortages or mismatches within the housing system. Additionally, no enforcement mechanism or policy implementation requirement was included to address the likely underestimated housing need.

Legislative Amendments (2023)

In 2023, amendments to the *Local Government Act* and the *Vancouver Charter* introduced additional requirements for HNRs. Local and regional governments are now required to follow a standardized methodology (the HNR method) to project housing needs over 5- and 20-year timeframes. Local governments must also update their official community plans and zoning bylaws to accommodate the identified number of housing units.

HNR Method

The HNR method (described in greater detail in section 5 of this report) estimates the total number of housing units required to address a community's current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of six components (labeled A through F in Table 1-2). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

Table 1-2: HNR Method Components

Component	Housing units for:	Intention
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment (e.g., low vacancy rates, high rent prices, escalating house sale prices).
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for electoral areas is based on regional projections.
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates.
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand factor is based on a ratio of housing price to housing density and is calculated for each applicable community.

Two additional required components beyond the projections include:

- A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
- A description of the actions taken by local government, since receiving the most recent housing needs report, to reduce housing needs.

Local and regional governments must complete an interim HNR with the new information requirements or by January 1, 2025. The RDCK and its rural electoral areas, in partnership with participating municipalities, have elected to complete the interim report requirements and a full data update using 2021 census data. The interim reporting requirements for each of the electoral areas and participating municipalities are included in the **Electoral Area Summary Report** and **Village Community Profiles**.

1.4 THE HOUSING CONTINUUM

The “housing continuum” refers to the range of housing options generally available in British Columbia. This includes emergency shelters and transitional housing, supportive housing for vulnerable populations, including seniors and people with mental illness, non-profit affordable rental housing, market rental, and home ownership. Ideally, there is an appropriate variety of options available in all sections of the housing continuum to support a diverse population.

In the most common depiction of the housing continuum in Canada, housing options are depicted as a linear progression from homelessness through to homeownership. Though helpful, this model can affirm the assumption that people start somewhere along the horizontal axis and move from left to right, with market home ownership being the ultimate goal.

Figure 1-2: The Housing Continuum



Source: CMHC

In reality, many people and households do not move linearly from one state of housing to the next, but rather jump from type to type based on changes to their professional or personal lives. For example, an individual in market rental housing may suddenly find themselves evicted from their unit in a low vacancy rental market. The struggle to find housing may lead to homelessness. Alternatively, a senior household may choose to sell their home and downsize to an appropriate rental option.

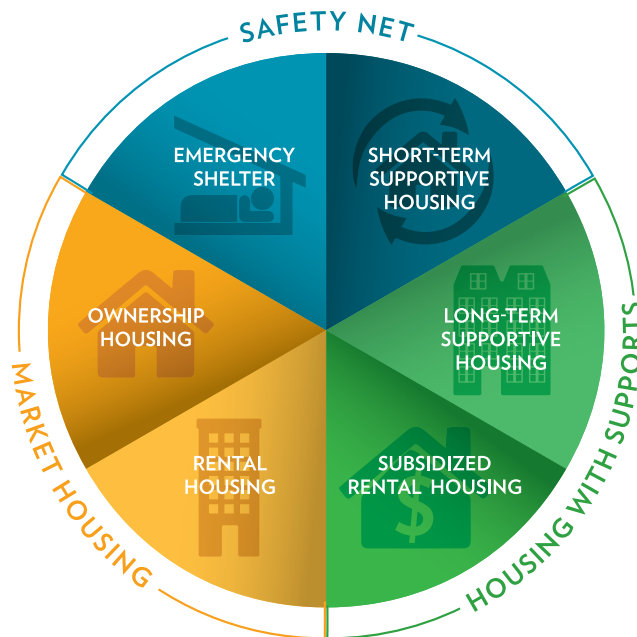
To better represent the realities of individuals navigating the housing system, some communities are exploring an alternative to the continuum. Instead of the linear view, the City of Kelowna applies a circular model known as the “Wheelhouse”, which reflects the fluid nature of housing choices based on lifestyle preferences and financial circumstances.

The Wheelhouse model better represents how people move around or across the circle between different types of housing. A healthy housing stock must include diverse housing forms and tenure types to meet needs of different socio-economic backgrounds and life stages. The Wheelhouse breaks down housing supply into six key areas:

Table 1-3: Wheelhouse Key Housing Areas

Key Area	Description
Emergency Shelters	Temporary shelter, food and other support services, generally operated by non-profit housing providers.
Short-term Supportive Housing	Stable housing along with support services offered by non-profit providers as a step between shelters and long-term housing (with typical stays of two to three years).
Long-term Supportive Housing	Long-term housing offered by non-profit providers, along with support services ranging from supportive care to assisted living and residential care.
Subsidized Rental Housing	Subsidized rental homes operated by non-profit housing providers, government, and housing co-operatives through either monthly government subsidies or one-time capital grants.
Ownership Housing	Includes fee simple homeownership, condominium ownership, multi-unit and single-family homes, and shared equity (such as mobile homes or housing co-operatives).
Rental Housing	Includes purpose-built long-term rental apartments, private rental townhomes, secondary suites, garden suites, and single-family rental homes.

Figure 1-3: The Housing Wheelhouse



Source: adapted from CMHC & City of Kelowna²

² Elver, D., Tang, E., & Baynes, S. (2019, August 7). The Wheelhouse: A New Way of Looking at Housing Needs. Canada Mortgage & Housing Corporation. Retrieved from <https://www.cmhc-schl.gc.ca/en/housing-observer-online/2019-housing-observer/wheelhouse-new-way-looking-housing-needs>

1.4.1 Defining “Affordable”

Providing a definition for affordable housing can be challenging. Communities have varying needs and demands, varying incomes and economies, and different housing stock ecosystems, all of which can influence affordability. The most commonly accepted definition of affordable housing comes from the Canada Mortgage and Housing Corporation (CMHC), which considers housing to be “affordable” when the household spends less than 30% of their pre-tax income on adequate shelter. It is a very broad definition that does not account for typology, tenure, or household structure. An affordable home can be a rental apartment, a single-detached house, a co-op, condo, or social housing, provided it costs no more than 30% of the resident household’s pre-tax income.

1.4.2 Non-Market Housing

Non-market housing is typically facilitated by non-profit or senior government providers and subsidised predominantly by provincial and federal government funding programs. Local, regional, and Indigenous governments are key facilitators of non-market development, often providing low-cost land or supporting approval processes. In some cases, local governments develop and operate non-market housing themselves, often indirectly through a municipal corporation or non-profit organization. Though difficult to develop, not only because of community perceptions about below market housing, but also because of limited funding and appropriately serviced and sited land, non-market units are one of the only ways to secure affordability in the face of unprecedented market pressures.

Although tools for setting the price of a non-market unit may vary by funding program, all non-market units meet some definition of affordability and have that affordability secured for a minimum period. Non-market stock is key to providing safe, affordable, appropriate housing to residents in the RDCK. Increasing the number of non-market housing units was a key recommendation that emerged from the 2020 Regional District of Central Kootenay (RDCK) Housing Needs Assessment and is similarly highlighted in the RDCK’s Housing Action Plan.

1.4.3 Workforce Housing

Workforce housing is a type of non-market, affordable rental housing that is affordable to individuals and families who earn around the median income in the community. Eligibility for these units can be tied to employment status within a community but is not tied to a specific employer.

1.4.4 Employee Housing

Employee housing is owned and provided by an employer and tied to an individual’s employment status with the company or organization. Employee housing is not typically considered non-market housing as it is privately owned and subsidized by a private entity.

1.4.5 Affordable Ownership

Affordable home ownership options can be classified as both market and non-market housing depending on the level of support being received from a public entity. Lower cost home ownership in the market often takes the form of smaller, denser ownership options, like laneway housing, manufactured homes, or housing co-operatives. Though often mission driven and potentially founded with assistance from a government program, housing co-operatives are still typically classified as market housing as their price is set by a private co-op board or internal bylaws.

Non-market home ownership is very challenging to initiate. Almost all current funding programs are focused on rental housing, and very few organizations can offer an ownership model to community members. When organizations do offer affordable ownership, the right to purchase is typically restricted to residents of a community or employees in a certain industry and the organization retains the right of first refusal to purchase the unit back. Resale price is typically restricted to the original sale price of the home plus inflation.

In the absence of specific funding programs, affordable home ownership may not be a feasible path for communities to improve affordable housing stock. However, an organization or entity that operates affordable rentals may choose to privately fund affordable ownership options once they have accrued enough capital to pursue development without a senior funding partner.

1.5 THE ROLE OF LOCAL AND REGIONAL GOVERNMENTS

Legislation and circumstance are placing considerable pressure on local and regional governments to become more active providers and facilitators of affordable housing. Housing issues are often felt most acutely at the local level where the effects of an affordability and availability crisis manifests in visible homelessness, overburdened housing services and supports, worker shortages, and population movement.

1.5.1 Local Government Actions

Local governments have traditionally acted as facilitators and regulators of affordable housing. As housing needs continue to rise, local governments have expanded their role to support the creation of affordable market and non-market housing through policy, zoning, partnerships, financial incentives, staff capacity, and resources. Their authority comes from Provincial legislation: the *Community Charter*, the *Local Government Act*, the *Strata Property Act*, and the *Local Government Statutes (Housing Needs Reports) Amendment Act*.

Local government actions in housing are often grouped into four categories.

Facilitate New Development

Local governments can encourage new forms of market and non-market housing through Official Community Plans, infrastructure and growth plans, and housing policies (e.g. community amenity contributions, density bonusing provisions, etc.).

Regulate

Local government can regulate the form and tenure of housing through the zoning bylaw and development permit processes and can designate certain areas or parcels as a “rental only” zone. Local governments can also regulate and restrict short-term vacation rentals.

Incentivize

By reducing parking requirements, expediting approvals, and reducing fees and taxes, local government can encourage certain forms of desired housing, typically housing that is secured at an affordable rate through legal agreement.

Local governments can also incentivize new affordable housing by directly contributing capital or land to new affordable projects or redevelopment initiatives. Though land is the most common contribution, many municipalities use their Affordable Housing Reserve Fund to kick-start new projects, supporting site due diligence and initial design work.

Partnership, Education, and Advocacy

Local governments across the RDCK can work with housing and service providers to build new housing, educate residents about the value of affordable housing, and advocate for increased funding and support from senior levels of government.

Other Roles for Local Government

Local governments in BC are rarely directly involved in the building and operating of affordable housing and related services. Instead, local governments typically partner with and support community organizations, developers, and senior levels of government who lead construction and ongoing operations. In some cases, local governments develop and operate non-market housing themselves, often indirectly through a municipal corporation or non-profit organization.

1.5.2 Regional Government Actions

Regional districts were formed in BC during the 1960s as a way to efficiently manage community issues that took place outside of existing municipalities. As a significant percentage of BC's population lives outside of municipalities in unincorporated areas of the province, regional districts provide residents with necessities like fire protection, water supply, and shared community resources like recreational facilities and museums.

Today, regional districts have three main roles:

- Functioning as a local government to unincorporated electoral areas, providing basic local services such as community planning and mapping, building permitting, water supply, waste management and resource recovery, fire protection, emergency response, and parks.
- Serving as an inter-jurisdictional service body, providing a framework for sub-regional services to different combinations of electoral areas, municipalities, and First Nations.
- Providing regional governance and services and undertaking activities on behalf of the entire region.

While regional districts have limited regulatory authority compared to municipalities, they can still decide where and how housing can be built. Community Planning and land use controls directly affect the housing supply and permitted housing types. It is these controls that make up the basket of tools with which a regional government and its electoral areas can support shelter affordability.

Regional Districts can also support and fund non-market housing development through the implementation of a Regional Housing Service Bylaw (RHSB). There is a wide range of flexibility as to how a region decides to allocate RHSB funds, such as providing start-up/pre-development funding for non-market development projects or entering into agreements with third parties (e.g., housing entities) to address regional housing needs and demands.

Since the last HNR in 2020, several regional planning initiatives have been completed or are underway to better understand and begin to address housing need in the RDCK. In 2023, the RDCK completed a Housing Action Plan (HAP) that identifies key actions that the Regional District, in partnership with its member municipalities, can take to support residents facing housing challenges. Since its adoption, the RDCK has been working to implement actions identified in the plan, including a Regional and Local Community Needs Project under the Complete Communities Program and a Housing Development and Costing Study. This work will help inform growth management planning in the RDCK's municipal and fringe areas and identify opportunities for sustainable housing development.

1.6 DATA SOURCES

This report refers to several pieces of data that work together to contextualize housing conditions experienced by residents of the RDCK. The following is a list of secondary quantitative data sources (i.e., information collected by other organizations and used for this report):

- BC Assessment
- British Columbia Statistics
- Canada Mortgage and Housing Corporation (CMHC)
- Local government data
- Statistics Canada
- UBC Housing Assessment Resource Tools (HART)

Limitations for each source are detailed in the next subsection. At a high level, no analysis can be exact without individualized person or household datasets. Many datasets in this report rely on population samples which, though statistically sound, may not feel representative or reflect lived experience in the RDCK's rural areas and smaller municipalities. Any analysis in this report should be considered informed estimates rather than precise descriptions.

This is especially applicable to projection work from any source. Estimating variable changes without knowledge of future conditions is inherently flawed. The projections included in this report are subject to economic, social, and environmental conditions that may not persist in the future. Projections should serve as guideposts, regularly recalculated and adjusted every five years as HNRs are updated to incorporate new information as needed.

1.6.1 Data Limitations

BC Assessment

Grouped Information

BC Assessment provides assessment roll spreadsheets for communities across British Columbia for the years 2005/2006 through 2022/2023. Assessment roll information is not on an individual property level; rather, similar types of properties are grouped together in "folios" based on several factors, such as property type and dwelling type. These folio groups also mean that assessment and sale price values reflect averages, making it more difficult to express community level average and median values.

British Columbia Statistics

Urban focus

BC Statistics helpfully consolidates most data related to complete Housing Needs Reports, like the new homes registry, non-market housing, post-secondary student housing, and homeless count sources. The database primarily offers data for urban areas, potentially excluding unincorporated or rural data, or suppressing data for confidentiality. This is often due to urban communities having greater data quality and quantity.

Canada Mortgage & Housing Corporation (CMHC)

Reporting landscape

CMHC conducts its Rental Market Survey (RMS) every year in October to estimate the relative strengths in the rental market. The survey collects samples of market rent levels, turnover, and vacancy unit data for all sampled structures. The survey only applies to **primary rental markets**, which are those urban areas with populations of 10,000 and more. The survey targets only privately initiated purpose-built rental structures with at least three rental units, which have been on the market for at least three months. For instance, a single family dwelling with a rental suite would not be collected. Nor would a stratified apartment that the owner has on the market as a rental. In the RDCK, CMHC only collects rental data for the City of Nelson.

Statistics Canada

Area & data suppression

Some geographic areas are too small to report, resulting in the deletion of information. Suppression can occur due to data quality or for technical reasons, limiting the use of granular Census geographies. This was not a particular concern for this study but limited the ability to use granular Census geographies (specifically, Dissemination Areas – see **Definitions**).

Random rounding

Numbers are randomly rounded to multiples of “5” or “10,” leading to potential discrepancies when summed or grouped. If results are small enough, this may also mean values are rounded down to 0. Percentages derived from rounded data may not accurately reflect true percentages, introducing a level of approximation. Additionally, the sums of percentages may not equal 100%.

UBC Housing Assessment Resource Tools (HART)

Sourced from Statistics Canada

While HART offers detailed methodologies for their analysis, they do rely on Statistics Canada datasets. Consequently, the same limitations as stated above apply for HART analysis results.

1.6.2 Quantitative Assumptions

Demographic projection methodology

For municipalities, the BC government’s “Population Extrapolation for Organizational Planning with Less Error” (P.E.O.P.L.E.) provides historical population estimates and projections by gender and age cohorts. Readers interested in the outputs or the methodology can access both from the BC Government’s Population Projections [webpage](#).

Like for population, the BC government offers historical household estimates and household projections for municipalities. Readers interested in the outputs or the methodology can access both from the BC Government's Household Projections [webpage](#).

Note that the BC government also provides population and households projections for the electoral areas; however, these projections are for the entirety of the electoral areas. Adjustments must be made to translate regional rural projections to individual EAs.

Unit demand methodology

Total unit demand calculations follow the requirements set out by the HNR Method Technical Guidance document, which aggregates six components of need together (discussed in more detail in section 5) to determine how many dwellings may be needed over the next 5 and 20 years. The methodology can be found in the BC Government's [Guideline's for Housing Needs Reports](#).

Affordability analysis

Several sections of the report estimate what the reasonable income, rent, or purchase price may be for a particular household. The following assumptions are used to complete these analyses:

- Amortization period = 25 years
- Payment frequency = monthly
- Interest rate = the average weekly rate for 5-year fixed mortgage for the noted year
- Down payment = 10%
- CMHC insurance = 3.10%
- Income used for shelter expenses = 30%
- Ancillary shelter costs (i.e., utilities, insurance, taxes) = 25%
- Direct shelter costs (for a mortgage payment or rent) = 1 – ancillary = 75%

1.7 ENGAGEMENT

The consulting team with support from RDCK and Village staff, initiated a high-level engagement process in fall 2024 for the HNR update. The process was not exhaustive, given that recent housing engagement was completed for the RDCK Housing Needs Assessment (2020) and the RDCK Housing Action Plan (2023). Additionally, the RDCK and member municipalities are legislatively required to complete a regular HNR in 2028 (and every 5 years thereafter) following the release of new Census data.

The HNR update engagement process involved gathering insights and validating preliminary data findings through presentations and discussions with RDCK elected officials and staff, municipal representatives and community groups/organizations. Engagement objectives are outlined below.

1) Meet New Provincial Requirements for HNR

Gather information to meet the new provincial requirements for interim housing needs reports, which include the following new items:

- a. The number of housing units needed currently and over the next 5 and 20 years, calculated using the HNR Method;
- b. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
- c. A description of the actions taken by the local government, since receiving the most recent housing needs report, to reduce housing needs.

2) Collect Additional Data

Quantitative data can be very effective at showing housing needs, but often qualitative data like quotes or stories can have a greater impact with community members and decision-makers. Additional data captured through the engagement process will illustrate qualitative findings and give the RDCK and partnering municipalities more information about the people impacted by housing, rather than just numbers.

3) Ground Truth Data Findings

In smaller communities, Census Canada data can be unreliable and may not paint an accurate picture of housing needs. Additionally, the most recent available data is from 2021 and may be out of date in communities that have experienced market fluctuations or substantial shifts in employment or population. Engagement captures up-to-date experiences that can inform findings and help validate the accuracy of external data sources.

4) Promote Equity Through the Engagement Process

Planning processes that incorporate equity and inclusion have been shown to promote health, well-being, and community connectedness. When people are asked to participate in a planning process, they are more likely to feel a sense of ownership over decisions that are made and are more likely to support recommendations or priorities set by decision-makers.

The feedback gathered through these engagement activities informed and contextualized sections of the HNR update reports. These findings are incorporated throughout the RDCK Regional Summary Report, Electoral Area Summary Report, and Village Profiles. More information on the key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups can be found in the **Engagement Summary Report**.

2. Demographic Profile

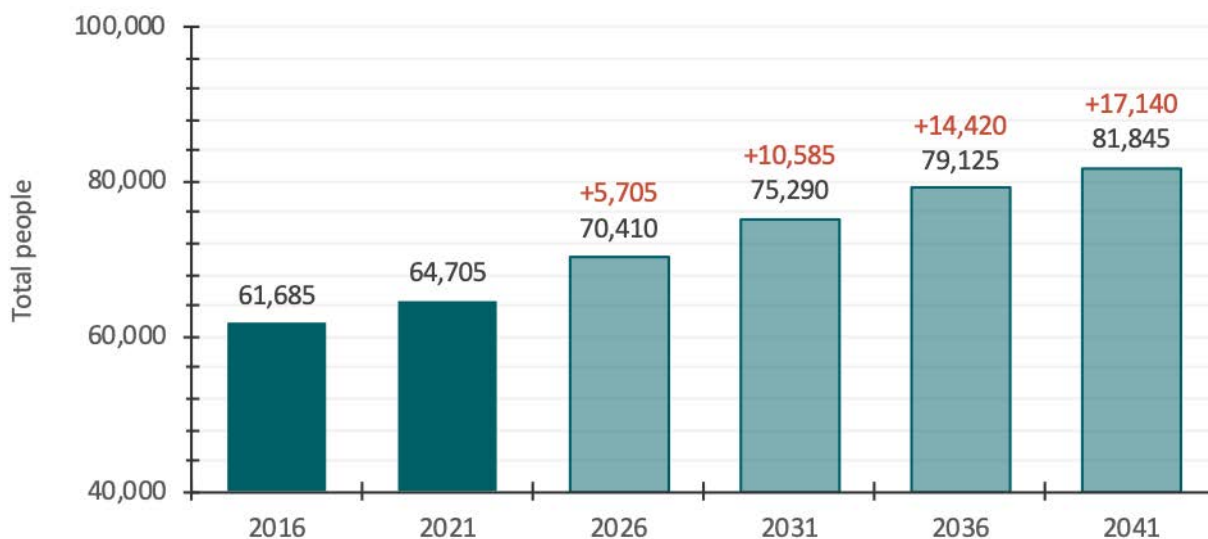
2.1 POPULATION

2.1.1 Historical & Anticipated Population

British Columbia’s population grew by nearly 8% between 2016 and 2021 (according to BC Government estimates), driven by economic opportunities, immigration, and the quality of life. This growth has heightened the demand for housing, infrastructure, and services, presenting both opportunities and challenges for the province as it adapts to a changing demographic landscape.

Government of British Columbia estimates show that the RDCK grew 5% between 2016 and 2021. Figure 2-1 illustrates the changing total regional population from 2016 to 2021 (based on BC estimates for Census years) and five-year intervals from 2026 to 2041 (BC Government projections).

Figure 2-1: Historical and anticipated population, net anticipated change of population since 2021



Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-1 provides a summary of the historical population changes across different age cohorts and includes anticipated population figures over the next two decades.

Table 2-1: Historical (BC Gov't estimates) and anticipated population by age group (BC Gov't projections)

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical population							
2016 population	61,685	8,505	5,895	13,685	19,650	12,395	1,550
2021 population	64,705	8,715	5,660	15,450	18,330	14,975	1,575
% change ('16-'21)	+5%	+2%	-4%	+13%	-7%	+21%	+2%
Anticipated population							
2026 population	70,410	8,465	6,860	17,725	18,125	17,285	1,945
% change ('21-'26)	+9%	-3%	+21%	+15%	-1%	+15%	+23%
2041 population	81,845	9,210	5,815	21,380	22,690	17,705	5,050
% change ('26-'41)	+16%	+9%	-15%	+21%	+25%	+2%	+160%
% change ('21-'41)	+26%	+6%	+3%	+38%	+24%	+18%	+221%

Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

- The province estimates that the RDCK's total population was 64,705 in 2021, up from 61,685 in 2016. Note that the 2021 Census reports the total as 62,510. The difference between the two values is that the estimates (also produced from Statistics Canada) are adjusted for potential Census undercounts (i.e., to account for the number of people who might not have responded to or received the Census).
- Historically, the highest rates of growth have been largely among senior (65+) populations, with increases also occurring among youth and adults aged 25 to 44. Across this same time period, young adults (15 to 24) and older working age adults (45 to 64) reported decreases.
- The total population may grow 26% over the next two decades, possibly reaching about 81,845 people in 2041, according to BC government calculations. Most age groups are anticipated to contribute to growth, with a notable percent rise among 25- to 44-year-olds.
- About 17,140 more people may call the RDCK home by 2041.

Projection methodology

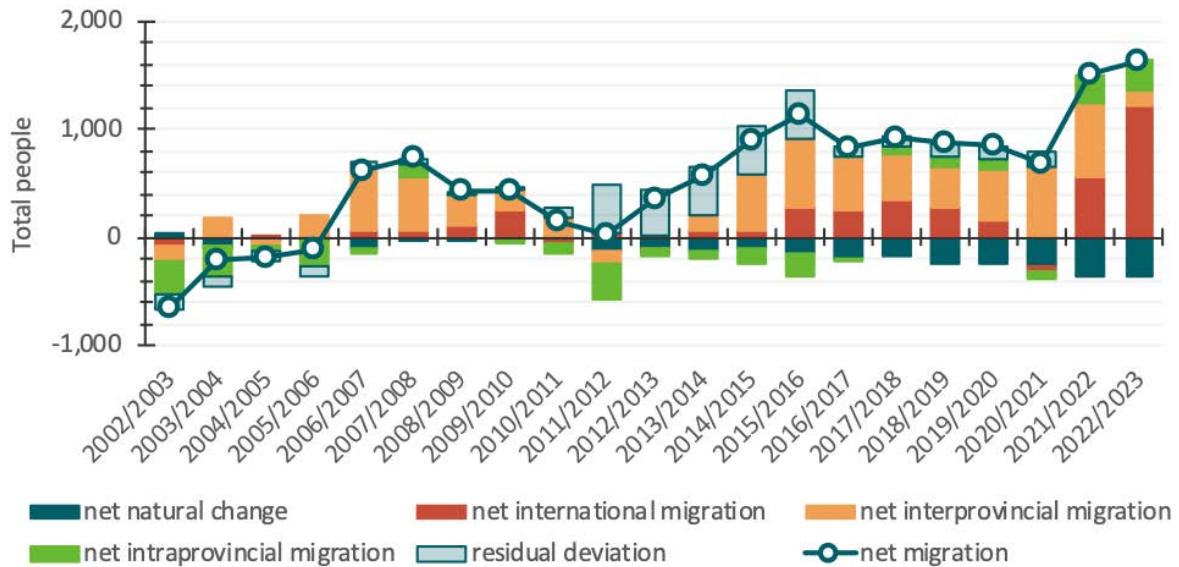
- For municipalities, the BC government's "Population Extrapolation for Organizational Planning with Less Error" (P.E.O.P.L.E.) provides historical population estimates and projections by gender and age cohorts. Readers interested in the outputs or the methodology can access both from the BC Government's Population Projections webpage.
- P.E.O.P.L.E. projections are unavailable for individual electoral areas. Instead, the government produces outputs for the total unincorporated areas of a regional district. In the case of the RDCK, this would be the total of Electoral Areas A to K.
- To project results for individual electoral areas, a "constant share" method is applied, maintaining consistency with government outputs. This involves determining the total population by age cohort for an electoral area in 2021, dividing it by the total population for all local unincorporated areas in 2021, and applying this ratio to BC projections for the respective age cohort.
- For instance, if in 2021 there are 100 people aged 30 to 34 in Area A and 300 people that age across all unincorporated areas, then Area A makes up 1/3 of the rural population of that age cohort. So, if the anticipated 30 to 34 age bracket total is 390 people in 2031, then Area A would be 130 people.

2.1.2 Migration

Figure 2-2 illustrates migration data for the RDCK, including migration components and the population change based on net natural change (births minus deaths). Migration refers to whether a person has moved to the region from within British Columbia (intraprovincial), another province (interprovincial), or another country (international).

The region has historically experienced a net positive influx of people, with net migration notably increasing since 2014 compared to prior years.

Figure 2-2: Annual demographic change related to migration



* Note that **residual deviation** refers to a Statistics Canada adjustment made to past data to account for discrepancies that exist between the historical change in population from the above source and separate annual population estimates from Statistics Canada.
Source: Statistics Canada³

- From 2014 to 2023, approximately 990 people moved to the RDCK annually, versus approximately 300 annually from 2005 to 2014.
- Historically, intraprovincial in-migration was not a notable source of growth. More residents left the RDCK for other parts of BC than moved to the region from other parts of the Province. However, since 2017/18, this historical trend has shifted and there has been a relatively consistent inflow of people from elsewhere in the province since then. Most intraprovincial migration occurred between 2022 and 2023.
- Most newcomers to the region are from other parts of Canada or the world. Since 2014, an average of 315 people move to the RDCK from another country and approximately 455 from another province annually.
- The region reported gradually higher volumes of deaths compared to births (net natural change) since 2011/12, demonstrating local growth is attributed to migration.

2.2 HOUSEHOLDS

Statistics Canada defines a household as a person or group of persons sharing the same dwelling without another usual residence. A household is the highest-level descriptor of many unique living situations. Households are often categorized in this report by the primary household maintainer’s age, which is the age of the person responsible for major expenses like rent, mortgage, taxes, and utilities. When multiple people share this responsibility, the first listed individual becomes the primary household maintainer.

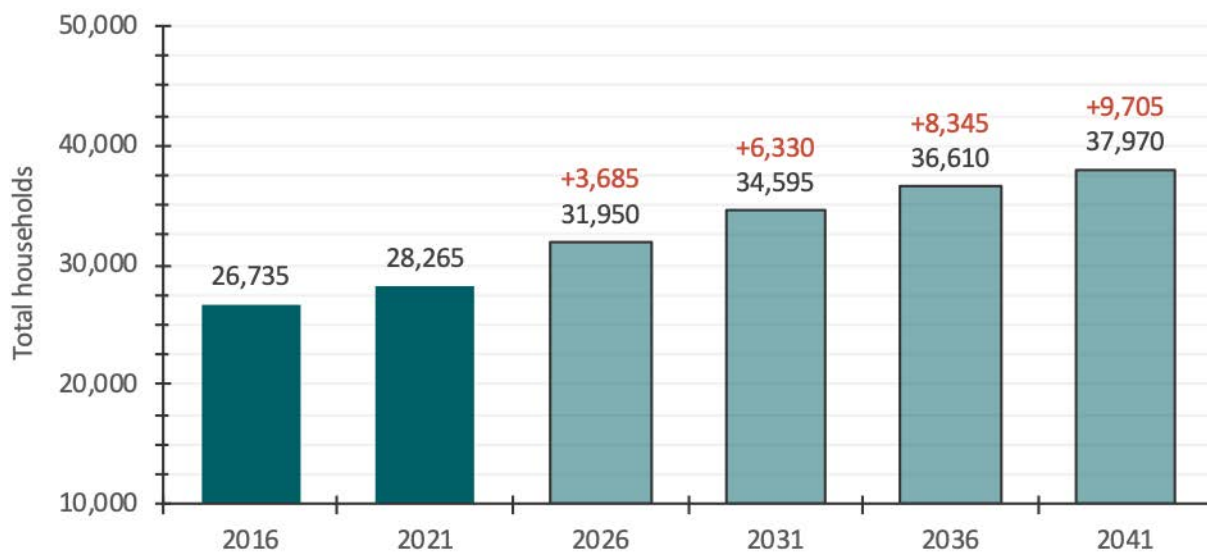
3 Statistics Canada. Table 17-10-0140-01 Components of population change by census division, 2016 boundaries. DOI: <https://doi.org/10.25318/1710014001-eng>

2.2.1 Historical & Anticipated households

Total households and the age distribution of maintainers are influenced by population changes and driven by factors like relocations, preferences, and financial situations. Changes in household patterns typically align with broader population trends. Household growth is a key driver of housing demand. Since households need dwellings, projections are closely tied to the needed increase in housing stock to accommodate expected population changes. Economic and financial drivers, while influential, are excluded since they are difficult to predict, both in the near- and long-term.

Figure 2-3 illustrates the RDCK’s 2021 estimated total households and the anticipated 20-year net growth in households.

Figure 2-3: Historical and anticipated households, net anticipated change of households since 2021



Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-2 summarizes historical shifts in total households, providing insights into expected figures over the next two decades.

Table 2-2: Historical and anticipated households by primary maintainer age (BC Gov't projections)

	Total	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical households by primary maintainer age						
2016 households	26,735	555	6,460	10,965	7,920	835
2021 households	28,265	425	6,955	10,415	9,455	1,025
% change ('16-'21)	+6%	-23%	+8%	-5%	+19%	+23%
Anticipated households by primary maintainer age						
2026 households	31,950	595	8,375	10,470	11,315	1195
% change ('21-'26)	+13%	+40%	+20%	+1%	+20%	+17%
2041 households	37,970	500	10,115	12,855	11,455	3,040
% change ('26-'41)	+19%	-16%	+21%	+23%	+1%	+154%
% change ('21-'41)	+34%	+18%	+45%	+23%	+21%	+197%

Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections, Turner Drake & Partners

- The province estimates that the RDCK had 28,265 households in 2021, up 6% from 26,735 in 2016. As demonstrated by many individual RDCK communities, growth was largely amongst senior-led households and 25- to 44-year-old-led households.
- Total households may grow 34% over the next two decades (2021 to 2041), reaching approximately 37,970. It is not uncommon for communities to have a higher rate of household growth than population growth. As a community ages, more people tend to live in smaller households (e.g. 1- or 2-person households rather than 3- or 4-person households.) This drives the average household size down and increases the number of households needed per capita.
- About 9,705 additional households may call the RDCK home by 2041.

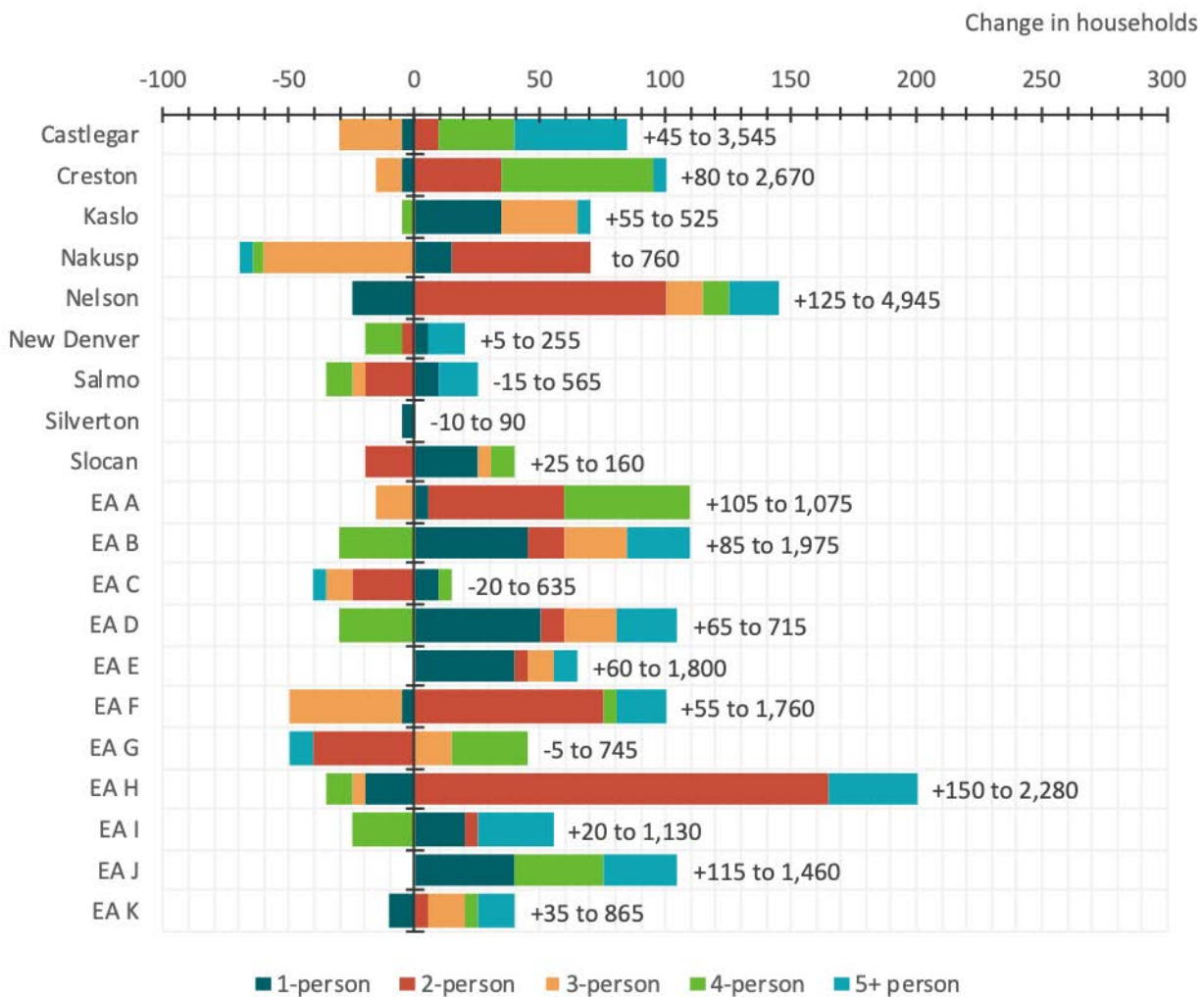
Projection methodology

- Like for population, the BC government offers historical household estimates and household projections for municipalities. Readers interested in the outputs or the methodology can access both from the BC Government's Household Projections webpage.
- BC government outputs provide total households without age distribution. To derive age-specific distributions, we employ headship rates. These rates are calculated using 2021 population and household age cohorts, ensuring proportional adjustments to align with Census data.
- Headship rates represent the ratio of households to population within a specific age group. For example, if there were 100 households led by individuals aged 25 to 34 in 2021, with a corresponding population of 300 in that age group, the headship rate is 1/3. This rate is then applied to future population age groups to estimate potential households.
- Since household maintainer age cohorts are a Census product, each household result must then be adjusted proportionally by the difference between BC estimates of total households and the sum of individual headship results in a given year.
- Household projections are not available for individual electoral areas. For these areas, the government provides outputs for the total unincorporated sections of a regional district (e.g., Electoral Areas A to K). To project results for electoral areas, the "constant share" method is applied, focusing on total households. The age distribution is determined using a similar process to that described above.

2.2.2 Additional household characteristics

Figure 2-4 illustrates the changes in total households by their size between the 2016 and 2021 Censuses, as well as the reported overall change between the years.

Figure 2-4: Change in households by household size and community, 2016 to 2021

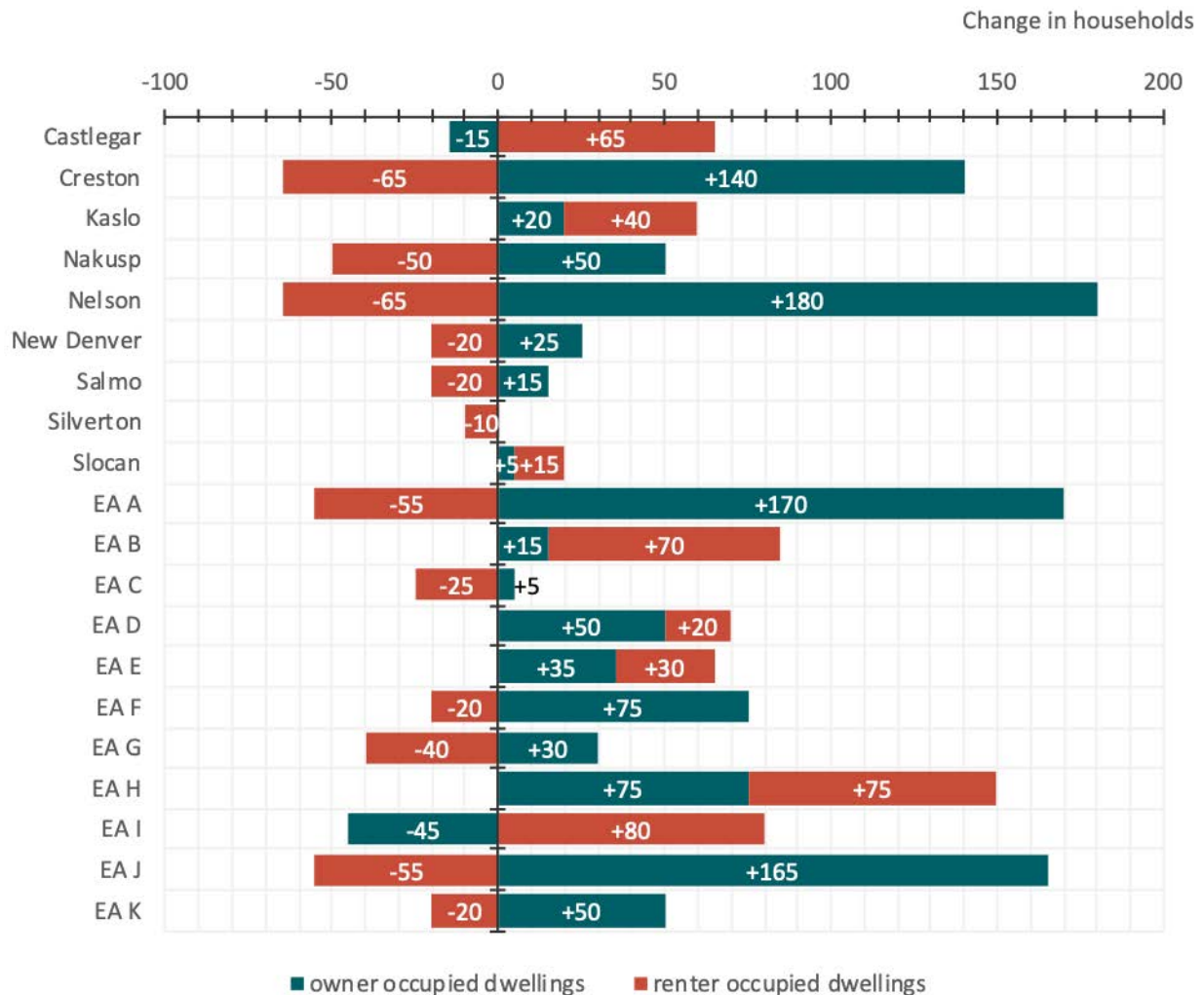


Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Growth occurred among most household types (except 3-persons), with the greatest absolute growth amongst 2-persons households (increase of 425). In percentage terms, 5+ persons households grew the fastest (24%), representing 290 households.
- Not all of the RDCK’s communities follow the regional household trends. For example, 1-person households decreased in Nelson and Electoral Areas F and H, and 2-persons households decreased in Salmo and Electoral Areas C and G.

Figure 2-5 demonstrates the changes in total households by their tenure (i.e., an owner or renter occupied dwelling) between the 2016 and 2021 Censuses.

Figure 2-5: Change in households by household tenure and community, 2016 to 2021

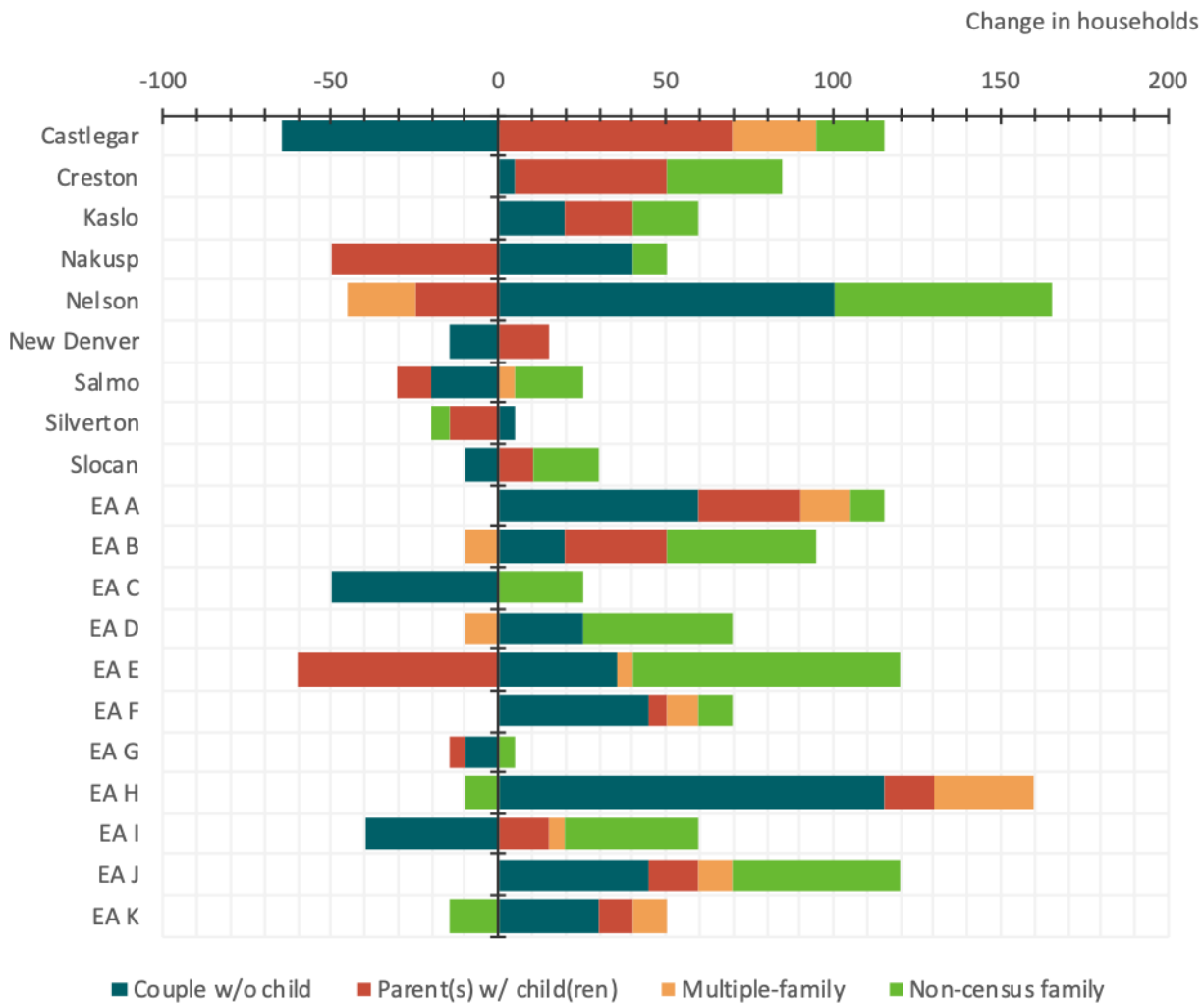


Source: BC Government purchased Custom Statistics Canada Census Tabulations

- In 2021, renter households accounted for 22% of all households in the RDCK, a slight decrease from 23% in 2016. Between 2016 and 2021, total renter households decreased by 75, while owners rose by 1,045. Among the RDCK communities, seven reported an increase in renters, of which five were electoral areas.

Figure 2-6 summarizes the change in households by their household family type between 2016 and 2021. Note that a “non-census family” refers to a household made up of a single person or unrelated individuals (i.e., roommates).

Figure 2-6: Change in household by household family type and community, 2016 to 2021



* Non-census family refers to a household made up of a single person or unrelated individuals (i.e., roommates).
 Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Regionally, all defined household family types experienced some level of growth between 2016 and 2021. However, this growth varied across communities. Notably, parents (inclusive of couples and lone parents) with a child or children grew by a slight 1%, or 105 households.
- The largest growth occurred among non-census families. Growth among non-census families and couples without children is often tied to growth among senior-led households (a trend common across the RDCK).

2.3 INCOME

Income statistics are critically important for determining affordability. How much a household earns is the most important factor in determining what type and size of home the household can afford. A household’s earnings are largely contingent on the characteristics and composition of the people making up the household (e.g., how old is the household, how many people are in the household, does a household own or rent their dwelling?) Most affordability calculations use median before-tax household, or the total income earned by a household before income taxes and other elements are deducted, as the primary input.

Key Definition

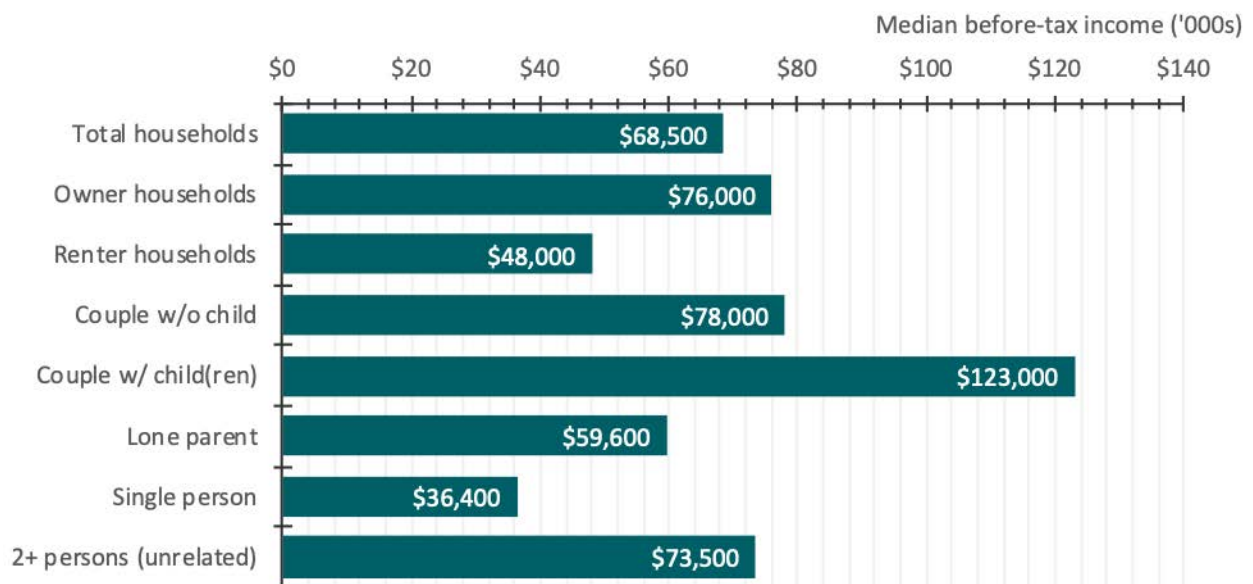
Median before-tax household income: the total income earned by a household before income taxes and other elements are deducted. Commonly used to determine housing affordability.

Note: Canadian Emergency Response Benefit (CERB) relief payments may have artificially boosted income data in the 2021 Census, obscuring some housing need. Though a necessary stimulus during the height of the COVID-19 pandemic, CERB temporarily raised the annual income for many residents of the RDCK, mostly in the lowest income brackets. Most households briefly pulled out of housing need by CERB likely returned to pre-COVID income levels after support programs ended.

2.3.1 Median before-tax household incomes

Figure 2-7 summarizes the median before-tax household incomes by tenure and household family type. Not all categories are displayed due to suppression, which is used by Statistics Canada to ensure confidentiality for small datasets.

Figure 2-7: Median before-tax household income by tenure and household family type, 2021



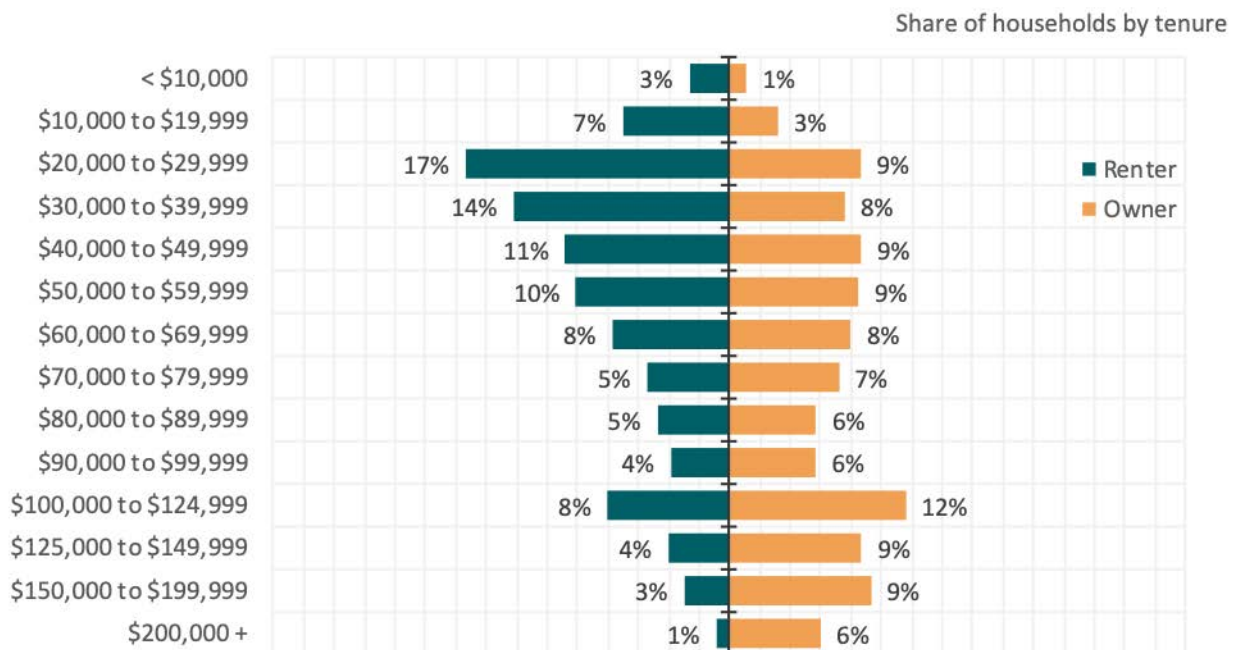
Source: BC Government purchased + Turner Drake purchased Custom Statistics Canada Census Tabulations

- In 2021, the regional median household earned \$68,500 before-tax, up from \$55,130 (+24%) since 2016. This is a sharp increase relative to historical changes. For example, the median household increased just 3% between 2011 and 2016. The recent income growth is largely attributed to the impacts of COVID-19 relief payments, explained above.
- Two or more person households are more likely to earn higher incomes than single person households. Couples with children and couples without children were the households that had the highest median annual income, earning \$123,000 and \$73,500, respectively.
- Owner households, which report a higher average household size, reported a higher median income than renter households.

2.3.2 Income distribution

The distribution of household incomes varies based on household configuration and tenure. Households with lower incomes tend to be single-income households. This income group has higher susceptibility to sudden changes in costs and overall housing hardship. Figure 2-8 compares the distribution of incomes for owner and renter households across the RDCK.

Figure 2-8: Income distribution by tenure, 2021

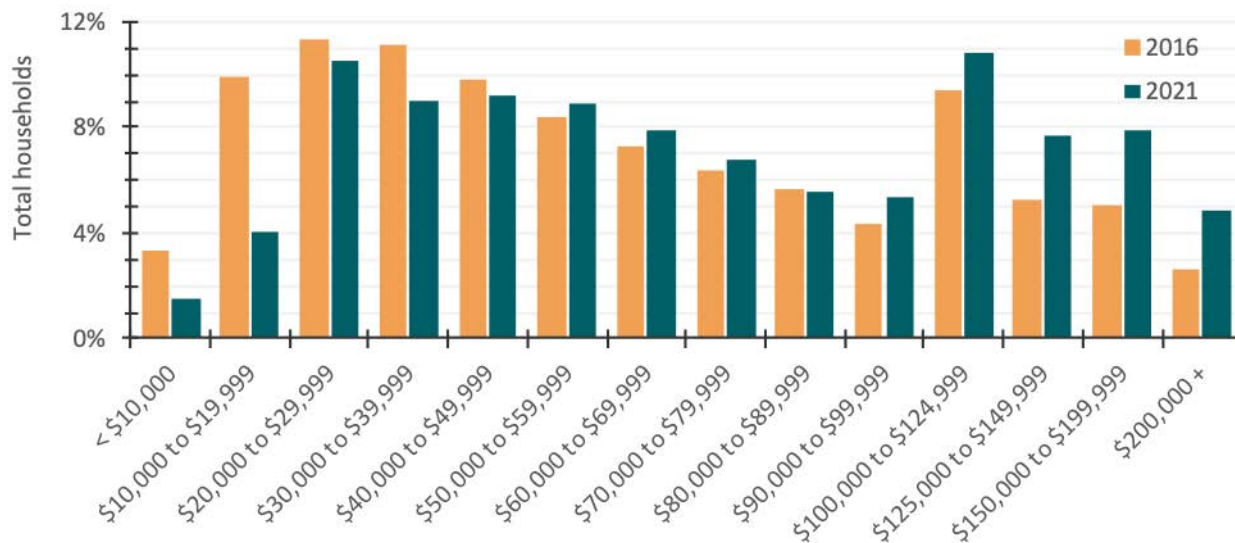


Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Renter households (often smaller households) have lower incomes compared to owner households, with about 41% earning less than \$40,000. Homeowners have significantly higher incomes, with 35% earning above \$100,000. Only 16% of renter households earned above \$100,000 in 2021.

Figure 2-9 illustrates the change in household income between 2016 and 2021. The chart attempts to visualize the significant impact of CERB. While CERB served as a stimulus during the peak of the COVID-19 pandemic, it has likely attributed to inflated changes in reported income between Census periods. This is most evident in the shift in households earning less than \$20,000 annually, with approximately 13% of all households earning that amount in 2016, compared to roughly 5% in 2021.

Figure 2-9: Income distribution of total households, 2016-2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

2.3.3 Income categories

This report adopts methods used by UBC’s Housing Assessment Resource Tools (HART), which uses custom Statistics Canada Census tabulations to establish five household income categories that can help inform the share of the population most at risk of financial pressures related to housing. The categories are as follows:

- **Very low income:** 20% or less of area median household income (AMHI), generally equivalent to shelter allowance for income support recipients.
- **Low income:** 21-50% AMHI, generally equivalent to one full-time minimum wage job.
- **Moderate income:** 51-80% AMHI, generally equivalent to a starting salary, depending on the job and sector.
- **Median income:** 81-120% AMHI, representing the ‘middle class.’
- **High income:** More than 120% AMHI, the group with the greatest housing wealth

Table 2-2 summarizes the share of households that belong to each income category, and the approximate range of shelter costs that a household can afford. Note that the affordable shelter costs use Statistics Canada’s 30% shelter-cost-to-income ratio (i.e., affordability threshold), further adjusted to account for an assumed 25% of shelter costs being allocated to ancillary costs like insurance or utilities. In other words, the affordable shelter cost provided in the table represents only a rent or mortgage payment.

Table 2-2: Income category summary, 2021

Income category	Annual household income	Affordable shelter cost	Estimated share of total households
Very low income	≤ \$13,700	< \$255	2%
Low income	\$13,701 to \$34,250	\$260 to \$640	17%
Moderate income	\$34,251 to \$54,800	\$645 to \$1,030	19%
Median income	\$54,801 to \$82,200	\$1,030 to \$1,540	21%
High income	\$82,201 +	\$1,540 +	40%

Source: UBC Housing Assessment Resource Tools (HART)

- In 2021, about 40% of households earned a “high income,” and could afford monthly mortgage payments or rent at a minimum of \$1,540.
- About 20% of households earn a “very low income” or “low income,” totalling about 5,415 households. These households can afford on average a monthly mortgage or rent of \$640. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

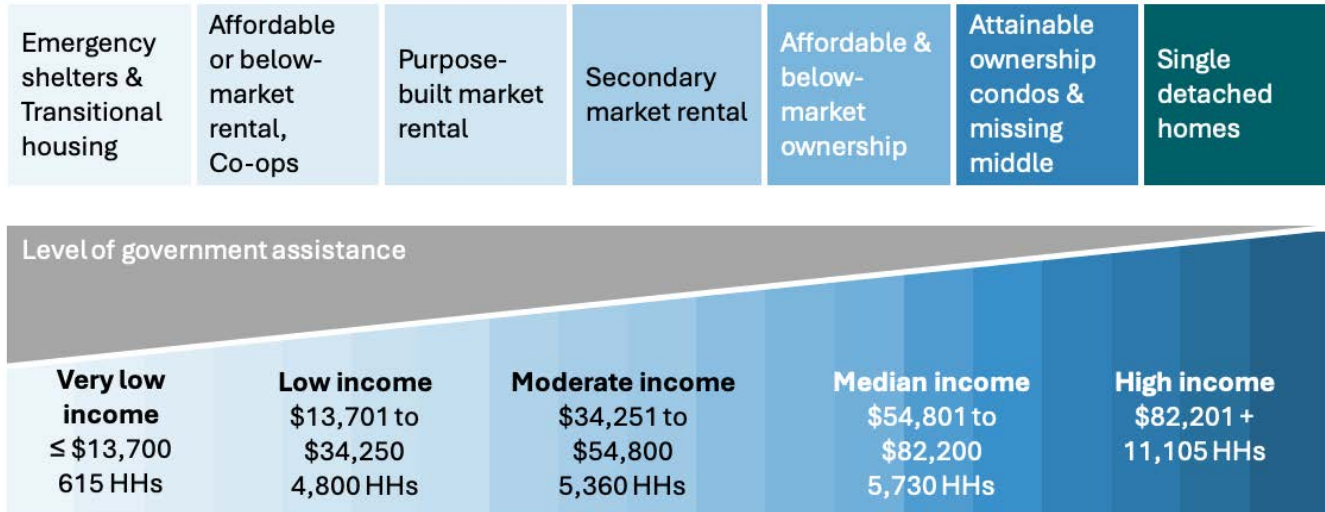
2.3.4 Income vs. Housing Continuum

Figure 2-10 illustrates a varied version of the housing continuum, originally created by the Canadian Mortgage and Housing Corporation (CMHC) and demonstrates how income categories and households within each category may align along this continuum.

It is challenging to determine the exact number of households that should occupy each type of housing given the specific circumstances of individual households are not known. However, this figure provides an estimate of the number of units needed to potentially accommodate the maximum number of households’ needs.

Around 5,415 local households earn at most a low income (earning less than or equal to \$34,250), often single individuals, and are at higher risk of needing emergency housing services due to sudden personal, physical, or financial changes.

Figure 2-10: Rough distribution of households on the housing continuum



While rent and mortgage costs have risen considerably in recent years, the income required to meet these market rates has not kept pace. As a result, an increasing number of moderate-income households are vulnerable to sudden cost changes and could benefit from non-market housing options, such as below-market rentals. If affordability challenges persist, a growing segment of the population may face financial strain and heightened vulnerability.

3. Housing Profile

The 2021 Census recorded 31,588 total dwellings across the RDCK, of which 28,005 were occupied by usual residents. A usual resident is an owner or renter that lives in their dwelling more than half of the year, which qualifies the dwelling as their primary place of residence. Conversely, a non-usual resident occupied dwelling could include a recreational property, short-term rental, or unoccupied dwelling.

Given these numbers, it is estimated that 11% of local dwellings may have been used for purposes other than permanent occupation. In 2016, this number was about 12%, indicating a marginal change and suggesting that the notable growth reported over the five years was less an outlier caused by the pandemic, but rather the pandemic accelerating regional in-migration trends (i.e., moving to the community for retirement).

Table 3-1 summarises the totals and distribution by structure type for the regional district.

Table 3-1: Dwellings occupied by usual residents by structural type and tenure, 2021

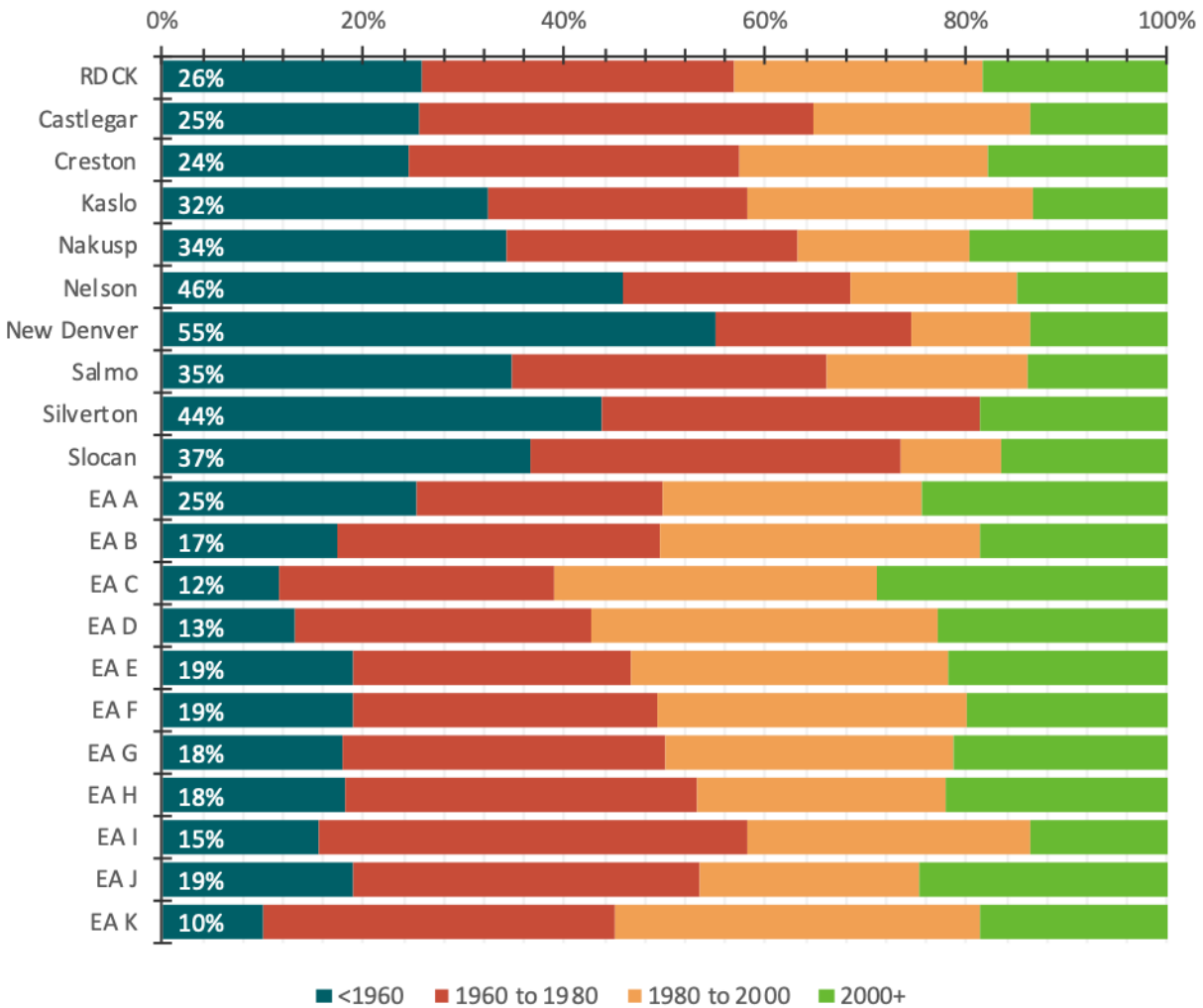
	Total	Single	Row	Semi	Duplex	Apt (<5 floors)	Apt (5+ floors)	Mobile
Total	28,005	21,555	830	645	1,325	1,875	0	1,600
Share	100%	77%	3%	2%	5%	7%	0%	6%
Owner	78%	87%	42%	60%	52%	23%	-	76%
Renter	22%	13%	58%	40%	48%	77%	-	24%

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Single-detached homes account for about 77% of the housing supply (21,555 units) followed by apartment dwellings at 7% (1,875 units) and duplexes at 5% (1,325 units). Note that Statistics Canada’s definition of a duplex includes single-detached dwellings with an accessory apartment.

Figure 3-1 shows the distribution of community dwelling inventories by their ages of construction.

Figure 3-1: Dwellings occupied by usual residents by age of construction and community, 2021

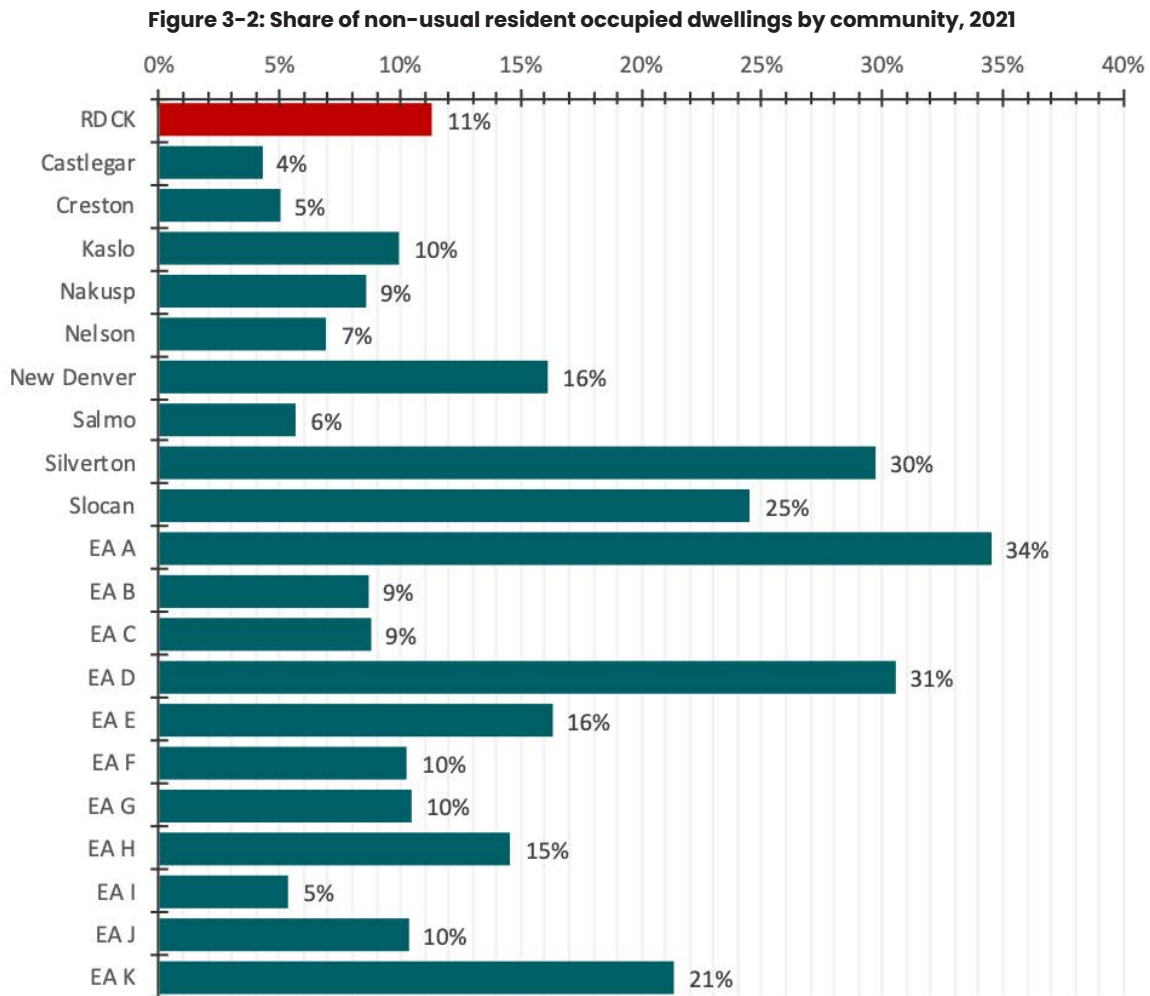


Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Almost 60% of the RDCK’s dwelling inventory was built before 1980. Since 2000, about 245 new dwellings (that are occupied by a usual resident) were built annually across the region.
- While considerable volumes of new dwellings are being built in the municipalities (namely, Castlegar, Creston, and Nelson), these municipalities also have high shares of dwellings built before 1960. Generally, the older a dwelling is, the greater likelihood of it being in disrepair or in an inadequate condition.
- Dwelling growth since the 1980s was the greatest among the electoral areas. This indicates that the RDCK’s rural areas have played an important role in addressing regional housing demand.

3.1 PROPERTY OWNERSHIP

The Census identified that approximately 11% of dwellings in the RDCK were reported as not being occupied by a usual resident in 2021, indicating that a notable portion of the housing inventory is used for alternative purposes. Figure 3-2 illustrates how this percentage varies across RDCK communities.



Source: Statistics Canada 2021 Census

- On average, there are less homes in municipalities that are not used as a primary residence when compared to the electoral areas. This trend is typical, as there are often more properties that are used recreationally or infrequently, like cabins or cottages, in rural areas.
- Notably, Silvertown and Slocan demonstrate high rates of non-permanently occupied dwellings – 30% and 25%, respectively.

While a useful number to quantify the relationship between permanently and non-permanently occupied dwellings, Statistics Canada does not offer much in terms of who owns these non-permanent dwellings.

Despite the lack of detailed data, some initiatives from Statistics Canada – particularly the Canadian Housing Statistics Program – provide some insights. Figure 3-3 shows the percentage of dwellings owned by individuals or groups who did not reside on the property in 2022 (i.e., the share of investor-owned properties).

Key Definitions

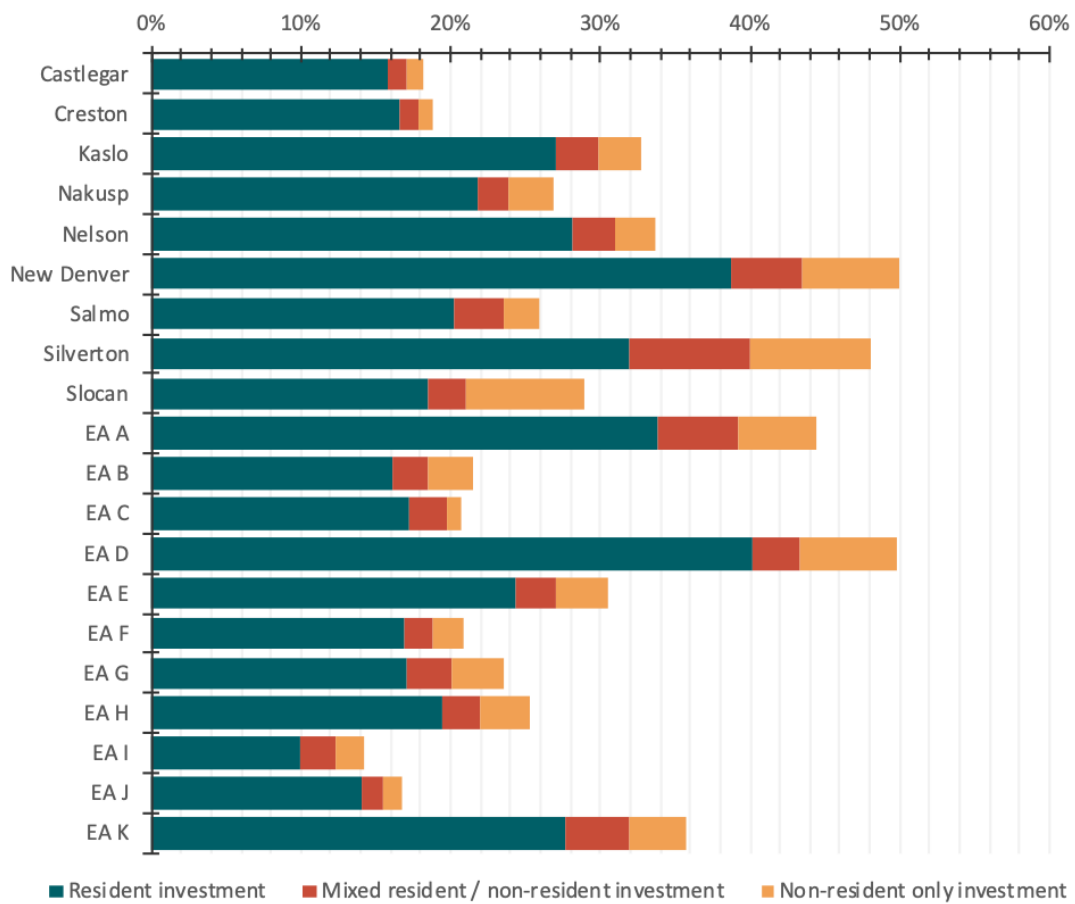
Investment property: A property owned by someone that is not identified as a primary place of residence by the owner.

Non-investment property: A property owned and occupied by the owner.

Resident: A person who lives in Canada as their primary country of residence.

Non-resident: A person who does not live in Canada as their primary country of residence.

Figure 3-3: Share of property investors by investor type and by community, 2022



Source: Canadian Housing Statistics Program

- In municipalities, high levels of investment are often associated with rental properties, which are classified as investment properties. While the exact share of long-term rental property owners is unclear, the elevated rates of investment relative to Census renter data suggest significant investment across the RDCK, particularly within the electoral areas.
- Most local investment properties are owned by Canadian residents, but the proportion of non-resident or non-resident-affiliated investors varies. For example, 16% of properties in Silverton are partially or wholly owned by non-residents, compared to approximately 2% in Creston and Castlegar.
- In contrast to trends in permanently versus non-permanently occupied dwellings, municipalities have higher rates of both resident and non-resident investment than electoral areas. Approximately 7% of municipal dwellings have at least partial non-resident ownership, compared to 6% in electoral areas.

3.2 RENTAL UNIVERSE

The rental universe includes a variety of different types of rental housing, most commonly categorized as either primary market, secondary market, or non-market rental housing.

CMHC’s Rental Market Survey provides detailed data on the primary rental market. Unfortunately, CMHC only surveys communities with a population of larger than 10,000 people. Because many of the communities in the RDCK do not meet the minimum community size requirements, there is limited data available for most municipalities, other than the City of Nelson. Given these data limitations, this section utilizes data for Nelson, which includes information about rents, the rental stock, and vacancy.

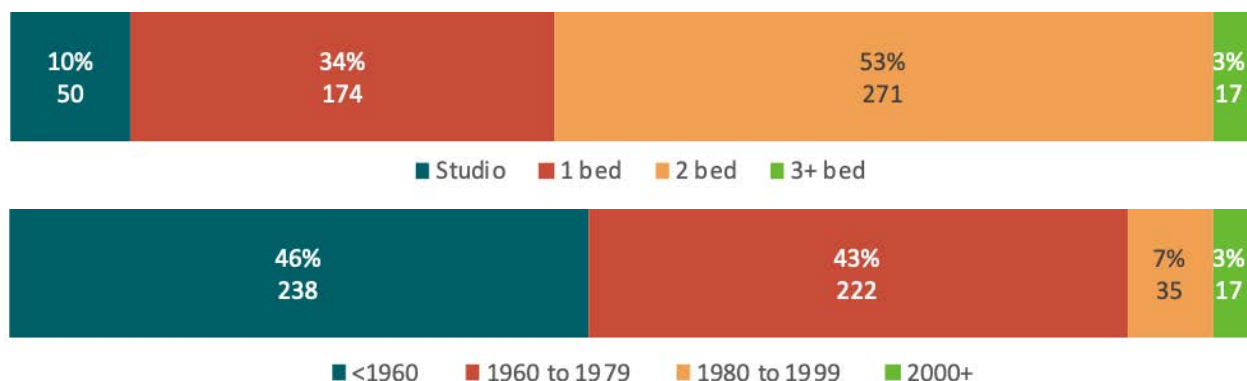
Figure 3-4 summarizes the distribution of primary rental stock by unit size and building age.

Key Definitions

Primary Market Rental: Purpose-built rental buildings with at least three rental units. These units are privately initiated, usually with the intention of being offered for rent at market rates.

Secondary Market Rental: All privately rented homes not categorized as primary market rentals. Can include: Rented detached homes, duplexes, semi-detached homes or row homes, rented freehold row/town homes, rented accessory apartments or suites, and rented condominiums.

Figure 3-4: Primary rental universe by unit size and building age, Nelson CA, 2023

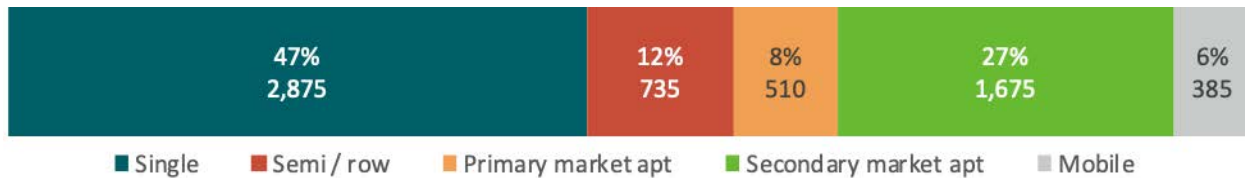


Source: CMHC Rental Market Survey

- More than half of all primary market rentals in Nelson are two-bedroom units.
- There has been no notable change in the total primary rental universe size since 2013, nor any changes by unit size. This suggests that purpose-built rental completions have largely replaced, not supplemented, older rental stock.
- Like for the general market, rental construction activity was highest pre-1980.
- About 1,820 dwellings in Nelson were occupied by renters in 2021 – about 510 at the time were from the primary rental market. In other words, a possible 1,310 units existed in the secondary market, of which 675 were apartments.
- The remaining 635 were distributed across lower density forms of housing, like single- and semi-detached homes or rowhouses.

Figure 3-5 provides an overview of the overall rental stock in 2021, distinguishing between primary rentals and secondary rentals (i.e., all rentals not part of the primary stock). The use of 2021 data is to create consistency between the two sources: CMHC and Statistics Canada.

Figure 3-5: Estimated overall rental universe by dwelling type, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

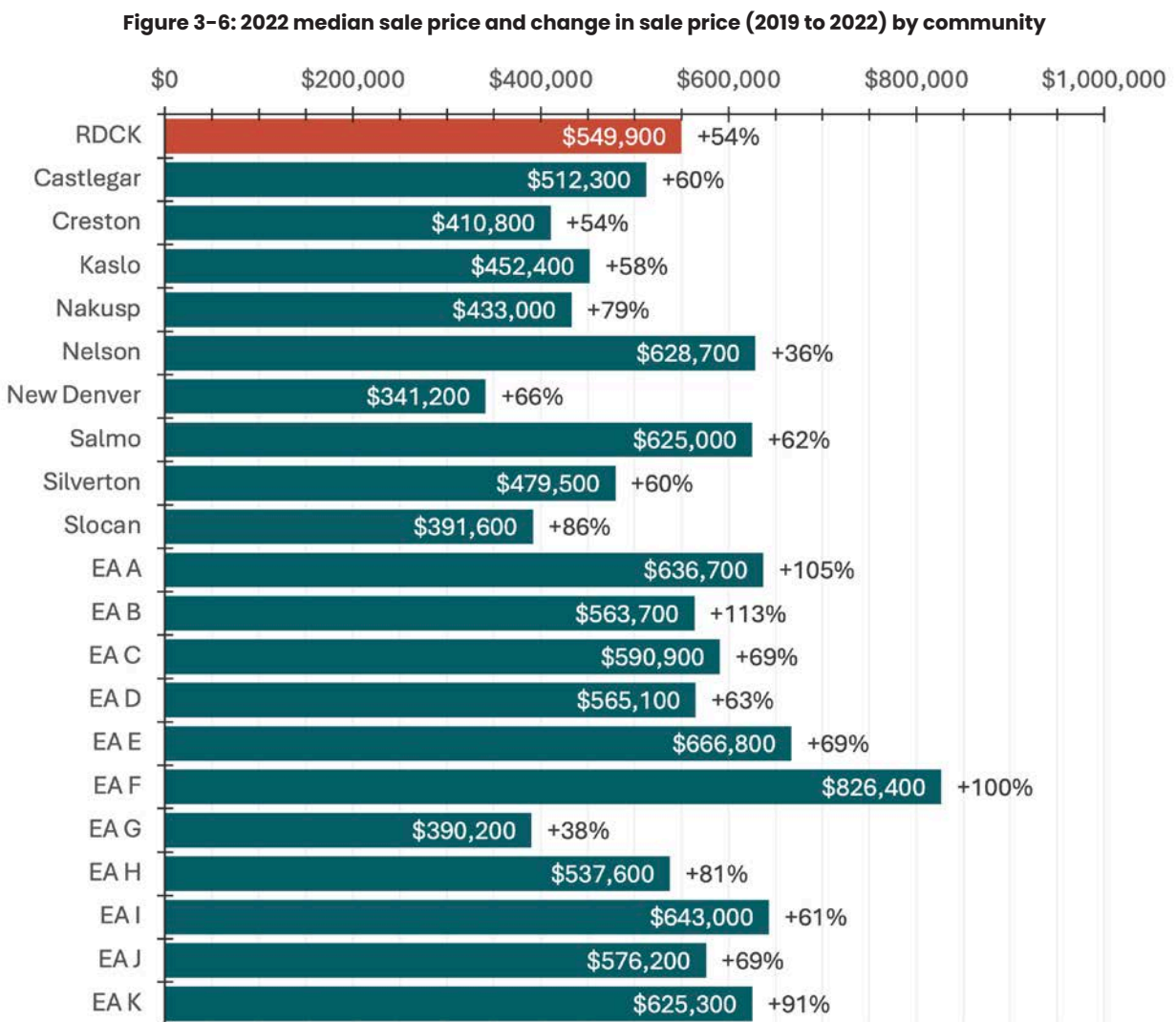
- In 2021, approximately 6,180 of RDCK’s dwellings were occupied by renters. Among these, about 510 were from the primary rental market in Nelson. This means there were potentially 5,670 units in the secondary market, including 1,675 apartments. The remaining 3,995 were non-apartment dwellings (like single- and semi-detached homes or rowhouses).

3.3 MARKET HOUSING ACTIVITY

3.3.1 Home price trends

Market housing is housing that is privately owned by an individual (or a company) and generally does not receive subsidies to purchase or maintain it. Prices are set by the private market.

Figure 3-6 illustrates the 2022 median home prices by municipality and electoral area, as well as the percentage change between 2019 and 2022 (pre- and post-pandemic). The data is sourced from BC Assessment’s historical revised rolls, which include sales information up to and including 2022.



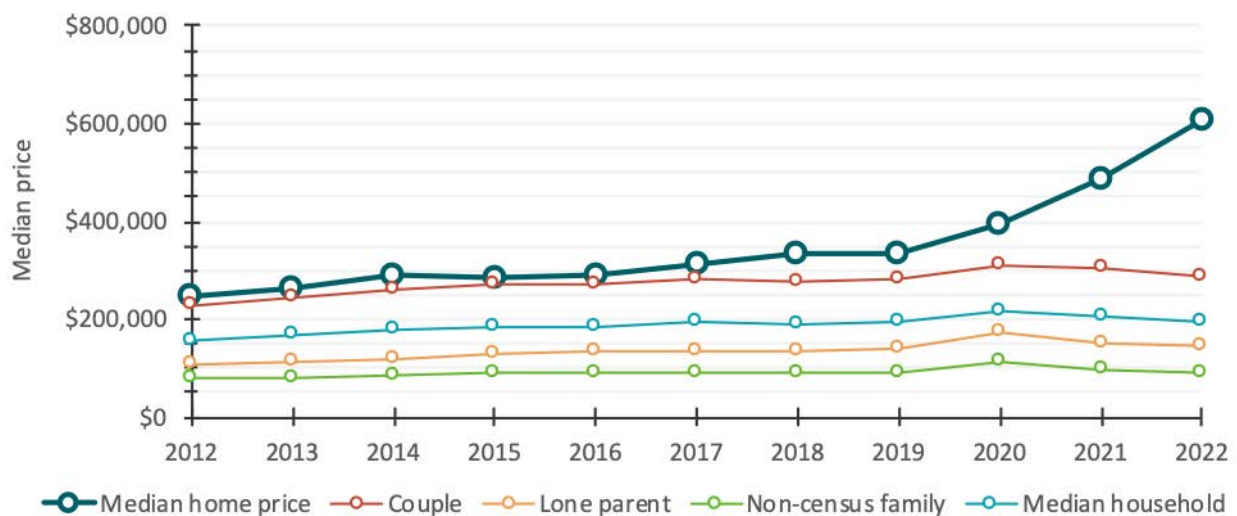
Source: derived from BC Assessment

- From 2019 to 2022, the median home price in the RDCK increased by 54%. Although all communities experienced rapid price growth, some saw more significant increases than others. For example, the median sale prices in Electoral Areas A, B, and F more than doubled over this period.
- By 2022, the median home price in the RDCK was approximately \$549,000.
- With higher interest rates introduced after 2022 to curb nationwide home price surges, it is likely that local price growth has somewhat slowed; however, homeownership has become increasingly out of reach for many.

3.3.2 Homeownership attainability

Figure 3-7 illustrates how the regional historical median cost of housing compares to estimated affordable housing prices (based on a set of mortgage assumptions and regional annual incomes) by household family type. The purpose is to highlight the impact of changing local incomes and prices on affordability.

Figure 3-7: Historical estimated affordable dwelling price by household type vs actual median price, RDCK



Source: derived from BC Assessment, custom Statistics Canada dataset⁴ and mortgage assumptions

- Since at least 2012, median household incomes have not kept pace with median house prices. This has created a considerable affordability gap, especially for first-time buyers without accumulated equity or external financial support.
- From 2012 to 2017, the difference between actual and affordable home prices remained relatively stable. Since 2018, the median price of a home has become increasingly out of reach for all median household types.
- Historically, couple households were the most capable of accessing housing given the increased likelihood of having a dual income. Yet even for these households – particularly first-time buyers – purchasing power has diminished notably since 2019.

4 Statistics Canada. Table 11-10-0012-01 Distribution of total income by census family type and age of older partner, parent or individual. DOI: <https://doi.org/10.25318/1110001201-eng>

Important note: The gap between the affordable purchase price and actual price reflects the median. There are individuals or households who face significantly greater and significantly less financial challenges related to their shelter. As of 2021, 12% of owner households in the RDCK reported not reasonably affording where they live.

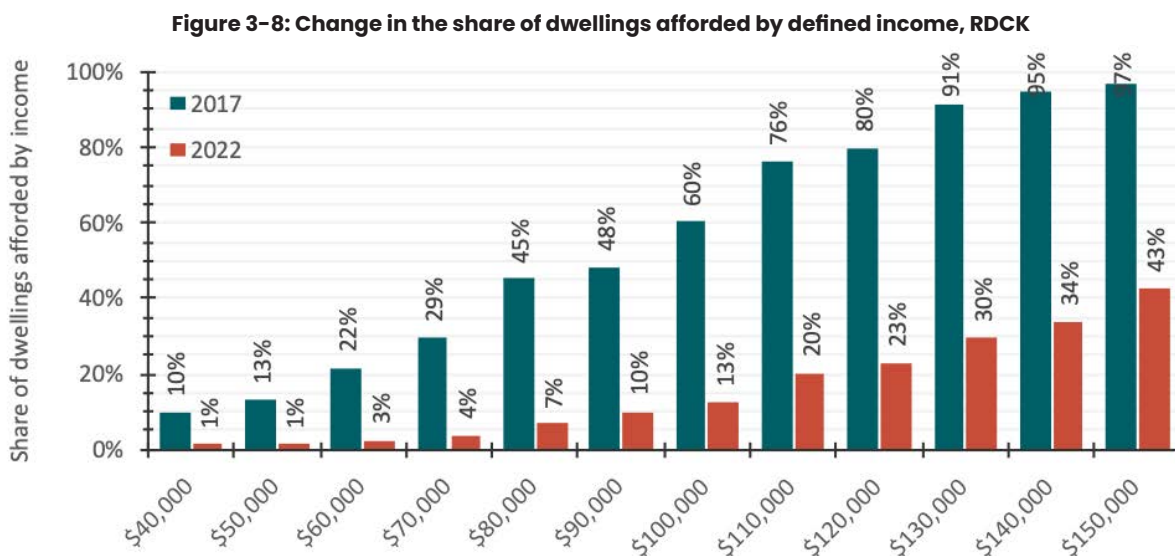
Assumptions

- Same mortgage and affordability assumptions as stated in the Introduction, except that interest rates reflect the annual average of weekly interest rates for each respective year.

Calculations

- Collect annual median income data for the RDCK (in this case, from a custom Statistics Canada dataset previously purchased by Turner Drake).
- Estimate an affordable monthly payment using affordability assumptions above (i.e., $\text{income} \times 30\% \times [1 - 25\%] = \text{monthly payment}$).
- Convert the affordable monthly payment to an affordable purchase price, based on mortgage and down payment assumptions.
- Collect the historical median purchase prices by dwelling type
- Compare historical median purchase prices to the estimated historical affordable purchase prices.

Figure 3-8 further demonstrates how housing attainability has changed over time by estimating how many dwelling sales in 2017 and 2022 would have been affordable (i.e., 30% of income) for various income levels. The analysis is based on sales from across the RDCK and used similar mortgage assumptions as noted above.



Source: derived from BC Assessment

- In 2017, approximately 45% of regional sales (including new and old housing) may have been affordable for a household making \$80,000 a year. By 2022, only 7% of regional sales may have been affordable for that same income group. Similarly, the shares were 80% and 23% for a household making \$120,000.
- Although the data presented is a rough estimate, the overall conclusion remains the same: homeownership is increasingly and more broadly out of reach across the RDCK, even for those classified as having a “high” income (\$80,000+ per year).

3.3.3 Rental market

As previously noted, most of the RDCK’s communities do not meet the requirements of CMHC’s Rental Market Survey. As a result, there is limited rental market data available for the regional district.

However, CMHC does provide information for the City of Nelson. Figure 3-9 illustrates the change in Nelson vacancy rates as an example of the health of local rental markets. Since the beginning of reporting for Nelson in 2013, no annual vacancy rate was above 3%, signifying a deficit of local rental housing.

A “healthy” vacancy rate is generally considered to be between 3% and 5%. Low vacancy rates signify that rental options are scarce, expensive, and highly competitive. Landlords also have more leverage to increase prices if rental options are limited. While there is limited rental data for other communities, low vacancy rates in cities like Nelson impact adjacent areas since persons or households that cannot find housing in Nelson must look elsewhere for alternatives – including the electoral areas and villages. This increases rental demand and overtime, can contribute to deteriorating rental conditions and vacancy rates across the RDCK.

Figure 3-9: Annual vacancy rate for Nelson by dwelling size, as of October of each year



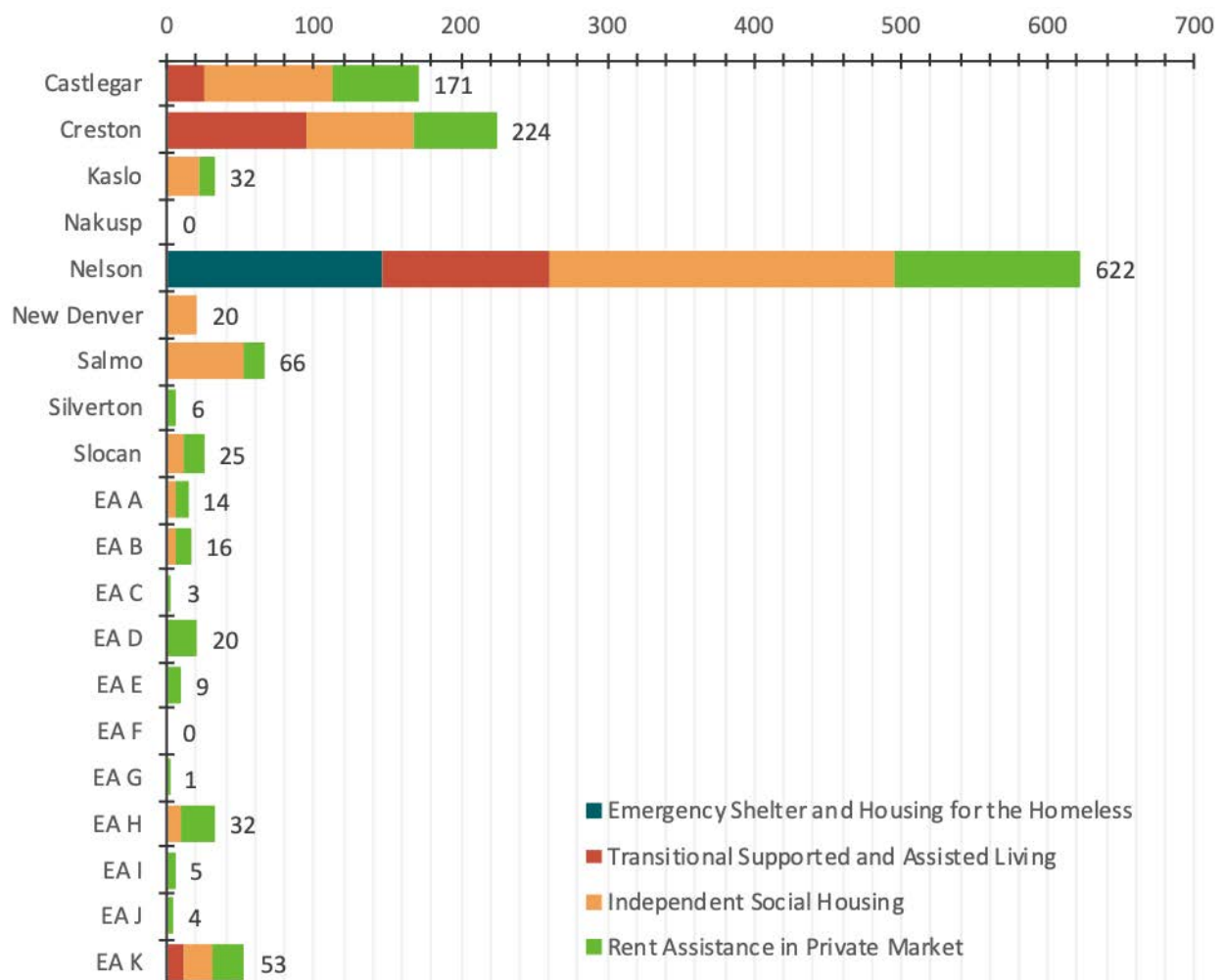
Source: CMHC Rental Market Survey

3.4 NON-MARKET HOUSING INVENTORY

Non-market housing encompasses all forms of housing not subject to market forces. This includes public or social housing, affordable housing offered by non-profit organizations, and transitional and emergency shelters, among others.

Figure 3-10 provides an overview of the current, BC Housing affiliated non-market housing and program offerings across the RDCK’s communities, as reported by BC Housing in March 2024.

Figure 3-10: Number of individuals / households serviced by BC Housing affiliated non-market units or programs by community, March 2024



Source: BC Housing

- The RDCK's non-market inventory was 1,323 in March 2023, broken down as follows:
 - 147 units of emergency housing,
 - 248 units of transitional/assisted living housing (mostly for senior populations),
 - 539 units of social housing (largely geared towards families), and
 - 389 recipients (mostly seniors) of rent assistance.
- The City of Nelson offers almost half of the regional district's BC Housing affiliated non-market units (622) and is the only RDCK community to offer emergency shelters and housing for the homeless. Castlegar and Creston also offer a substantial number of non-market units.
- While some electoral areas offer a variety of non-market options, most interventions are in the form of rental assistance in the private market.

4. Housing Need

4.1 HOUSING CRITERIA

CMHC's Core Housing Need (CHN) metric measures three critical housing criteria and whether reasonable alternatives exist in the market. A household is in core housing need if its housing does not meet one or more of the following standards:

Adequate

Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.

Suitable

Housing is considered suitable when there are enough bedrooms for the size and make-up of resident households. This is according to National Occupancy Standard (NOS) requirements.

Affordable

An affordable home costs less than 30% of the occupying household's before-tax household income.

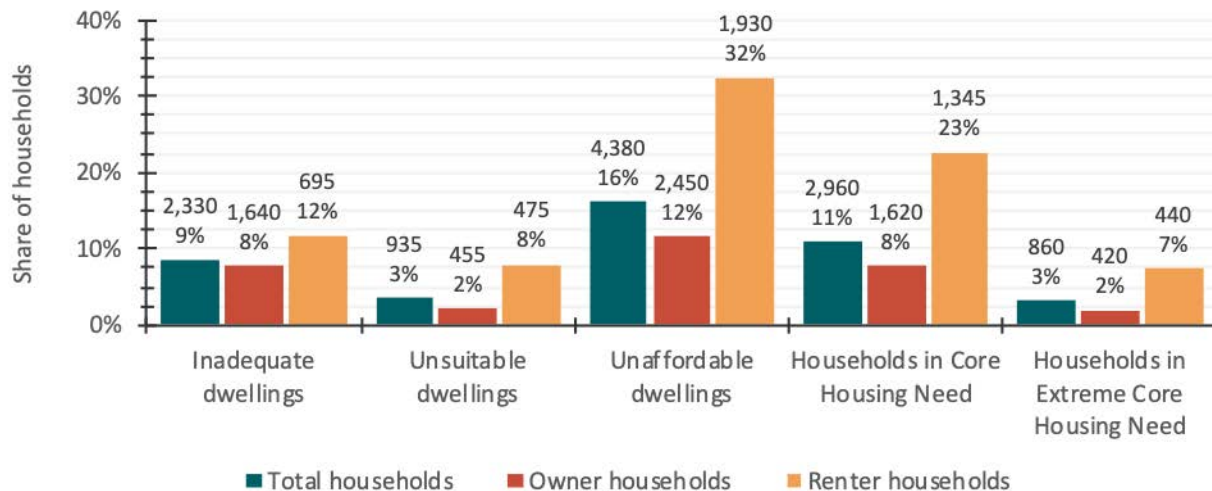
Acceptable housing is adequate in condition, suitable in size, and affordable. An added metric is "Extreme Core Housing Need (ECHN)," which refers to a household paying more than 50% of their income on shelter costs.

Historically, unaffordability has contributed the most to rates of CHN. However, a household in an unaffordable home does not necessarily mean they are experiencing CHN. CHN also considers whether affordable alternatives exist. In other words, CHN accounts for and does not include households living in an unaffordable home by choice (e.g., buying a home that is expensive now, but may be affordable later as the household income grows).

4.2 HOUSING NEED BY TENURE

Figure 4-1 shows rates of inadequacy, unsuitability, unaffordability, CHN, and ECHN for all RDCK households, as well as households by tenure.

Figure 4-1: Share of households experiencing a specific housing indicator by tenure, 2021

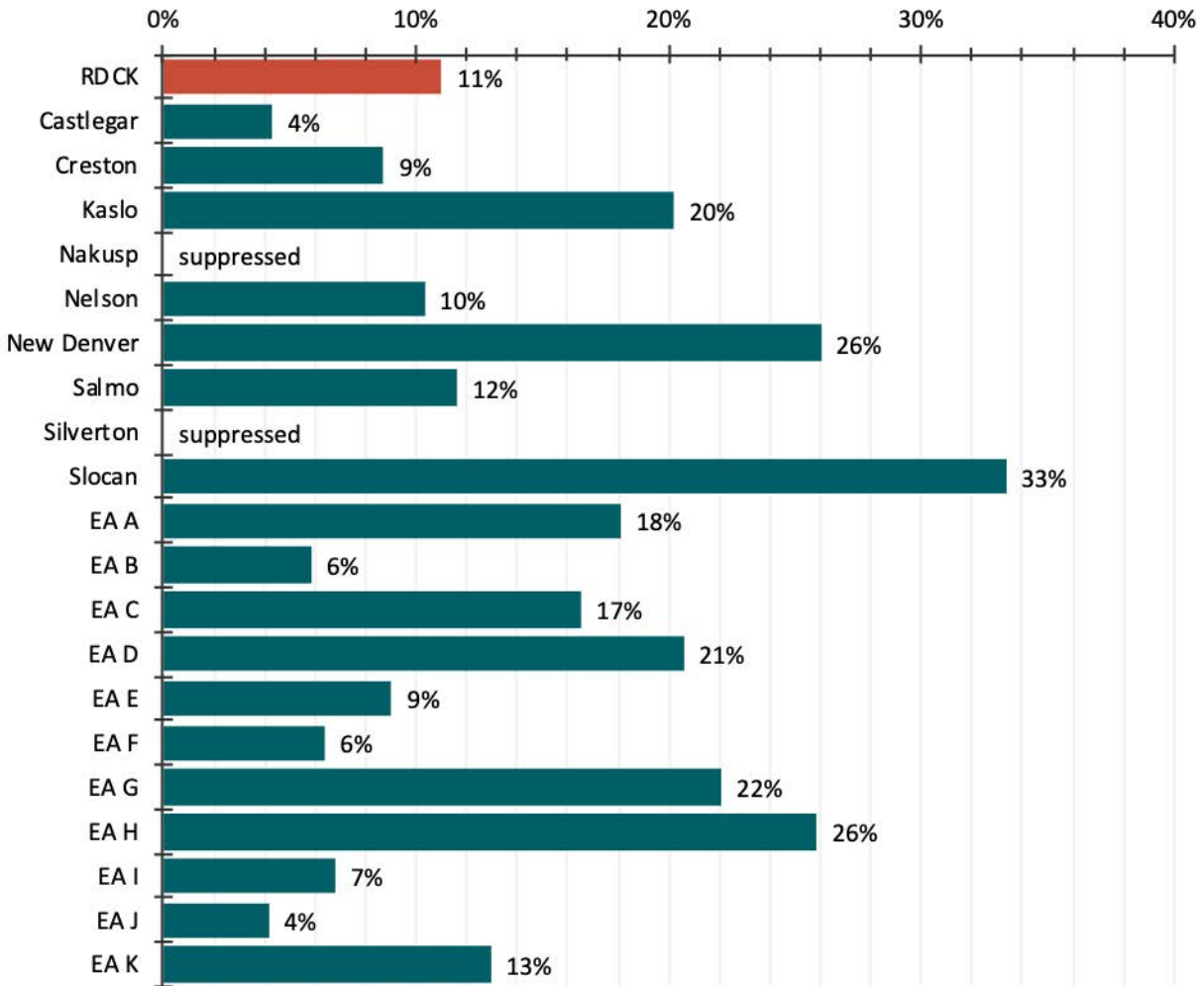


Source: BC Government purchased Custom Statistics Canada Census Tabulations

- About 9% of households lived in a home requiring major repairs and 3% lived in a home that was too small.
- Unaffordability is the housing indicator most prevalent among households. In the RDCK, 16% of households lived in unaffordable circumstances.
- Renter households are most severely affected by unaffordability, but also experience high rates of inadequacy and unsuitability. This is largely related to renter households having lower incomes than owner households.
- About 2,960 households in the RDCK reported living in CHN (11%) and 860 households (3%) identified as being in ECHN.

Figure 4-2 illustrates how CHN differs across communities in the RDCK. Note that some data is suppressed to protect confidentiality.

Figure 4-2: Core Housing Need by community, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

4.3 ENERGY POVERTY

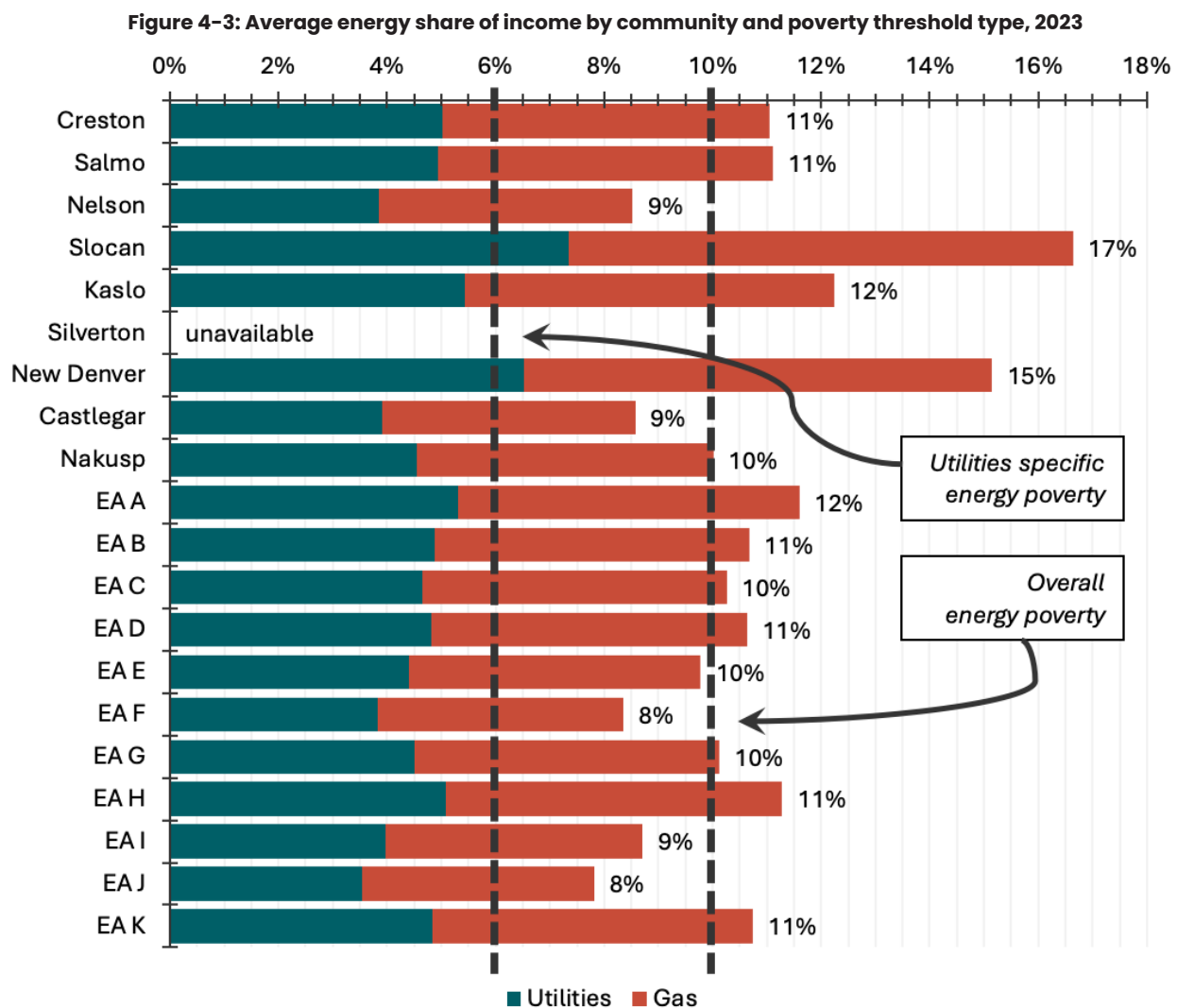
There are several expenses that contribute to the overall cost of housing. While these costs have always been a critical factor in determining a home’s affordability, recent years of high inflation have brought household expenses to the forefront – namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households into “energy poverty.”

According to the Canadian Urban Sustainability Practitioners (CUSP), energy poverty refers to the experience of households or communities that struggle to heat and cool their homes and power their lights and appliances.

Canadian academics have developed three key thresholds to define a disproportionate energy cost burden relative to a household's average after-tax income. A home is considered in energy poverty if it meets any of the following criteria:

- Spending more than 6% of after-tax income on utilities,
- spending more than 4% of after-tax income on fuel used for transportation, and
- spending more than 10% of after-tax income for the combined of (1) and (2).

Figure 4-3 illustrates the average share of after-tax income spent on energy, by energy expense type and by community. These estimates are produced using Statistics Canada's 2019 Household Spending Survey data, adjusted by inflation and estimated locally based on distributions of dwelling structure types.



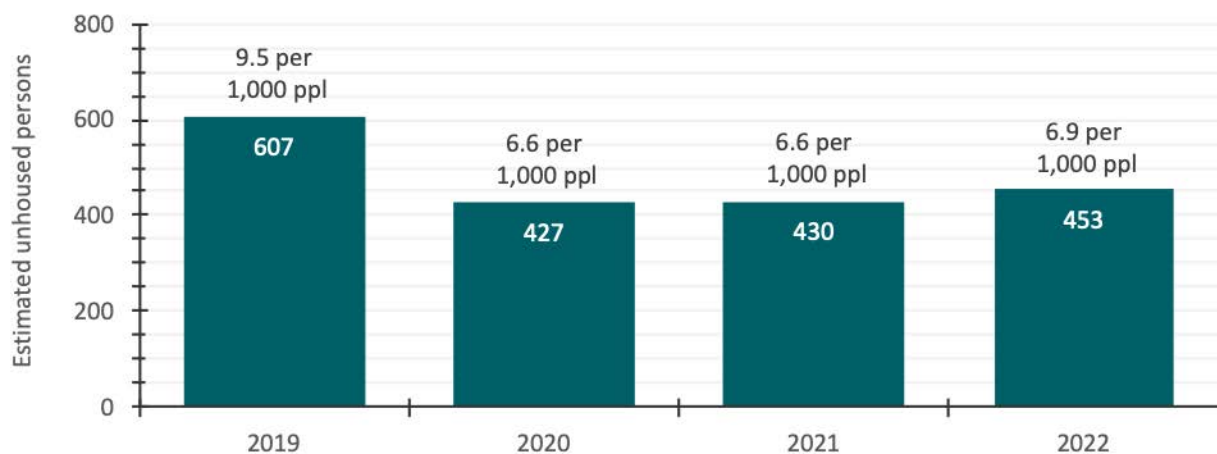
Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- On average, RDCK households spend 4.8% of their after-tax income on utilities such as water, electricity, or heat (if not electric), staying below the 6% threshold for utility-specific energy poverty. This average suggests that a majority of households are in relatively favourable circumstances; however, it does not capture households' comfort levels. Households near the energy poverty line are more likely to compromise comfort to reduce their energy costs.
- Slokan and New Denver exceed the energy poverty threshold, indicating higher rates of energy hardship in these communities.
- When transportation costs (e.g., fuel) are factored in, most communities come close to or exceed the overall energy poverty threshold of 10%. The typical RDCK household spends approximately 10.7% of after-tax income on combined energy expenses, reflecting rising fuel costs and the extensive travel distances that many residents must regularly travel to access amenities, services, and employment.

4.4 UNHOUSED PERSONS

The Province of British Columbia and BC Housing jointly produce estimates of the homeless population across British Columbia on an annual basis.⁵ These estimates have been available since 2021, with more recent results released for 2022 in October 2024. While detailed data is largely focussed at the provincial level, there are estimated totals across each regional district. Figure 4-4 illustrates the change over recent years.

Figure 4-4: Number of estimated unhoused persons and ratio to total population, RDCK



Source: derived from the Government of British Columbia and BC Housing

- Estimates indicate that homelessness peaked in 2019 at 607 individuals. By 2020, this number had decreased to 427, followed by a gradual increase in 2021 and 2022. Note that annual figures fluctuate, so the total reported in 2019 is unlikely to match the 2019 estimate calculated in 2022.
- Between 2021 and 2022, the percentage growth of regional unhoused persons exceeded that of the total population, resulting in more persons without permanent shelter as a percent of total residents.

⁵ British Columbia. (2024, October 23). Preventing and reducing homelessness: An integrated data project. <https://www2.gov.bc.ca/gov/content/housing-tenancy/affordable-and-social-housing/homelessness/homelessness-cohort>

While the numbers above provide insight into trends in visible homelessness, they do not account for “hidden homelessness,” a situation where individuals are not known to service providers and often reside in unstable, inadequate or unsafe conditions. Several datapoints and anecdotal evidence demonstrate how strained local housing markets have become since 2019. Rental options remain scarce, expensive, and highly competitive, with extremely low vacancy rates for one-bedroom and studio units across most communities in the RDCK. This leaves individuals already marginalized by homelessness and poverty at a severe disadvantage. The availability of genuinely affordable housing falls far short of meeting regional demand.

Generally, hidden homelessness can occur for several reasons:

Safety concerns: Some individuals avoid shelters due to safety concerns, fearing theft, lack of privacy, or potential violence in overcrowded or understaffed environments.

Personal preferences or restrictions: Others may opt to avoid shelters if they have personal belongings, pets, or family members that cannot be accommodated there.

Mental health or substance use stigmas: Mental health challenges or substance use disorders may lead to mistrust of shelters, where strict policies or stigmatization can deter individuals.

Lack of availability: Even when shelters exist, the scarcity of space means they may be frequently full, or the perception of being full may be a deterrent.

Homelessness is a multifaceted issue extending beyond housing scarcity. Many individuals experiencing homelessness confront complex challenges requiring additional support to secure and maintain housing, as well as to foster their overall health and well-being. While there are some supportive housing units in Nelson, there remains a pressing need for a substantial increase in such accommodations in the RDCK, alongside dedicated resources catering to individuals with intricate health needs.

5. Anticipated Housing Demand

5.1 ANTICIPATED DEMAND

In June 2024, the Province of British Columbia released a standardized HNR demand calculation methodology. The HNR method estimates the total number of housing units required to address current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources, that can be applied to communities of various scales. It is composed of six components (labeled A through F in Table 5-1). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

Table 5-1 provides a summary of the result for each component of the HNR method over the next 5 years and 20 years, as required by legislation. Note that the results are not based on regional specific inputs. Instead, they are the aggregate of the HNR method being applied to each individual RDCK community.

Table 5-1: Anticipated housing demand* by anticipated period and component, RDCK overall

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.	216	862
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.	205	409
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment.	586	2,344
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for municipalities is based on the average of local and regional projections (thus, population / household growth trends discussed above may not follow the same trajectory as dwelling projections) and electoral areas use solely regional projections.	4,012	10,192

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates. If a local vacancy rate does not exist for the calculation, the provincial vacancy rate is applied instead.	30	118
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand buffer is based on a ratio of housing price to housing density, and is calculated for each applicable community.	335	1,339
TOTAL			5,383	15,265

* The sum of the components may not equal the total due to rounding
Source: HNR demand calculation methodology ([link](#))

HNR Method Considerations

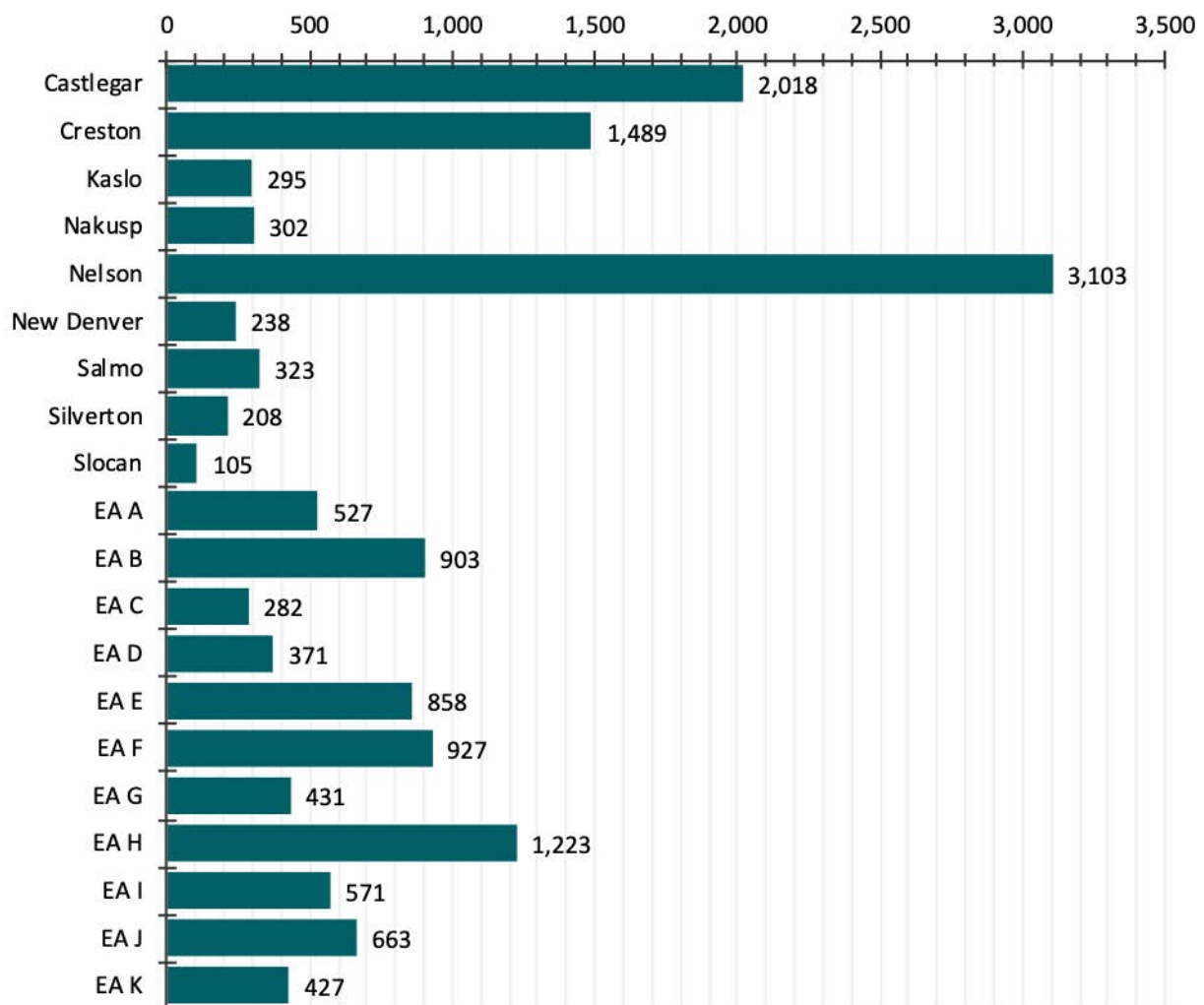
The HNR method prescribed by the BC Government is a standardized demand calculation methodology to ensure that all local governments produce consistent and comparable assessments of their housing need. This methodology works better for some areas than others. For municipalities and electoral areas with a small population base, the methodology is likely to result in an overestimate of demand. No projections are perfect, which is why the provincial legislation requires that municipalities repeat them every five years (as new information and data becomes available) as part of the HNR updates. The purpose of these projections is to serve as a target for municipalities to consider when assessing their zoning capacity to prepare for potential housing demand.

While it is required by legislation to report both the 5- and 20-year demand, the BC government is more interested in the 20-year projection. The short-term projection was a focus of the previous iteration of the HNR legislation which has since been revised to encourage communities to align housing projections with long term planning policies and tools (e.g., official community plans, zoning bylaws).

- The results indicate that approximately 15,265 units will need to be built in the RDCK and its member municipalities by 2041. While much of the demand will come from future growth, the number of suppressed households since 2006 also contributes significantly.
- Components A, B, C, and E attempt to catalog unmet “current” demand, and thus serve as an estimate of the existing housing shortage (without considering any changes since 2021, which is the reference year).

Figure 5-1 illustrates how many units the HNR Method projects will be required for municipalities and electoral areas in the RDCK.

Figure 5-1: Number of new dwelling units required by 2041, by community



Source: HNR demand calculation methodology ([link](#))

5.2 DISTRIBUTION OF ANTICIPATED DEMAND

An adaptation of the HNR Method provides a rough idea of current market and non-market housing demand and what the RDCK can expect over the 20-year projection period. HNR Method guidelines do not prescribe how to perform this analysis, which could allow for more community level discretion.

5.2.1 Process

The determination of demanded unit size by number of bedrooms varies between market and non-market housing. In market housing, bedroom size is driven by developers who cater to buyer or renter preferences, offering layouts that align with market trends. In contrast, non-market housing focuses on providing essential shelter, generally prioritizing minimum standards to ensure affordability. Thus, units in non-market housing are typically smaller and more utilitarian, designed to meet basic needs rather than personal preferences.

The HNR Method, in conjunction with UBC HART's income categories, gives a rough idea of what volume of current and future units demanded may be for market and non-market units. The process for determining the distribution of unit size (by number of bedrooms) for each is outlined below.

Need based on National Occupancy Standards

Understanding the variation in household sizes across different family types is crucial for determining the number of bedrooms required in a dwelling to meet specific needs. To estimate these outcomes, we use 2021 Census Public Use Microdata Files (PUMF) from Statistics Canada for BC's non-metropolitan areas, which allow us to estimate maintainer age to total bedroom conversion rates based on National Occupancy Standards (NOS). This methodology draws inspiration from the approach presented in the City of Burnaby's Housing Needs Report from January 2021.⁶

Briefly, Burnaby estimates the demand for particular unit sizes by determining the minimum number of bedrooms needed (as per NOS) based on the number of persons in a household and their relationship (e.g., a studio or one-bedroom unit as the minimum requirement to meet the needs of a couple without children). This approach is particularly useful when addressing non-market housing provision, a notable limitation being that there is no detailed information about the characteristics of non-market housing occupants. As a proxy, we limited the households studied to those that experienced Core Housing Need in 2021.

⁶ City of Burnaby. (2021 January). Housing Needs Report. <https://www.burnaby.ca/sites/default/files/acquiadam/2021-07/Housing%20Needs%20Report.pdf>

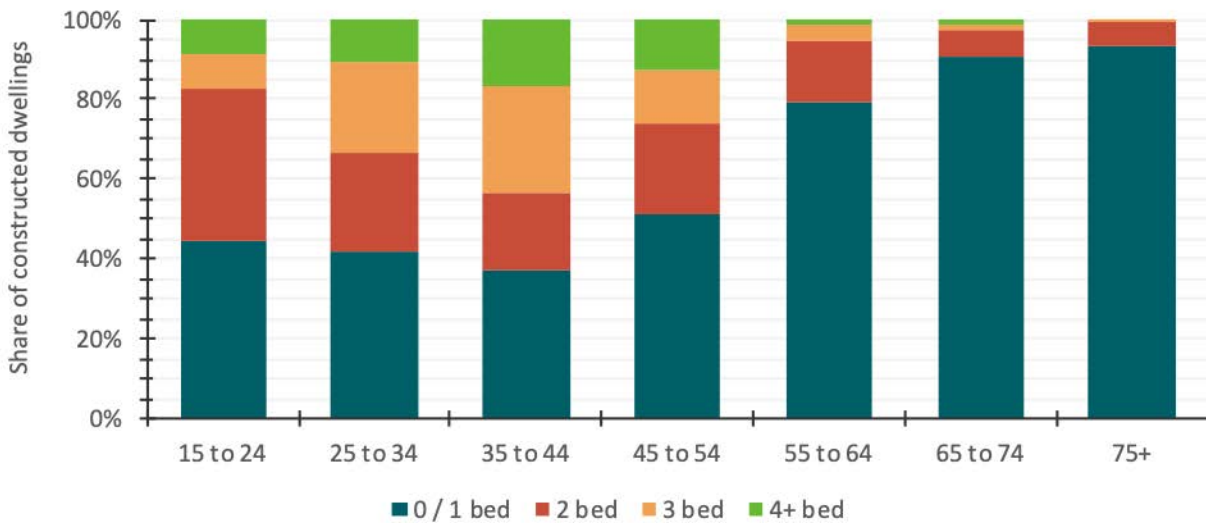
Table 5-2 summarizes how unit sizes (by number of bedrooms) may distribute by household type in 2021 for the non-metropolitan areas of BC. Figure 5-2 displays the results of converting the table results to unit sizes by maintainer age. The purpose of this relationship being that we can then apply these ratios to household projections.

Table 5-2: Household type to unit size conversion for those in Core Housing Need, BC non-CMA sample

Household type	Total sample	Studio / 1-bed	2-bed	3-bed	4+ bed
Couple w/o child(ren)	5,810	100%	0%	0%	0%
Couple w/ child(ren)	3,075	0%	39%	36%	25%
Lone parent	8,735	0%	50%	35%	15%
Non-relatives	34,475	92%	7%	1%	0%
Other families	1,470	0%	0%	40%	60%
Total	53,565	70%	15%	9%	6%

Source: 2021 Census Public Use Microdata File (PUMF) – Statistics Canada

Figure 5-2: Primary household age group to unit size for those in Core Housing Need, BC non-CMA



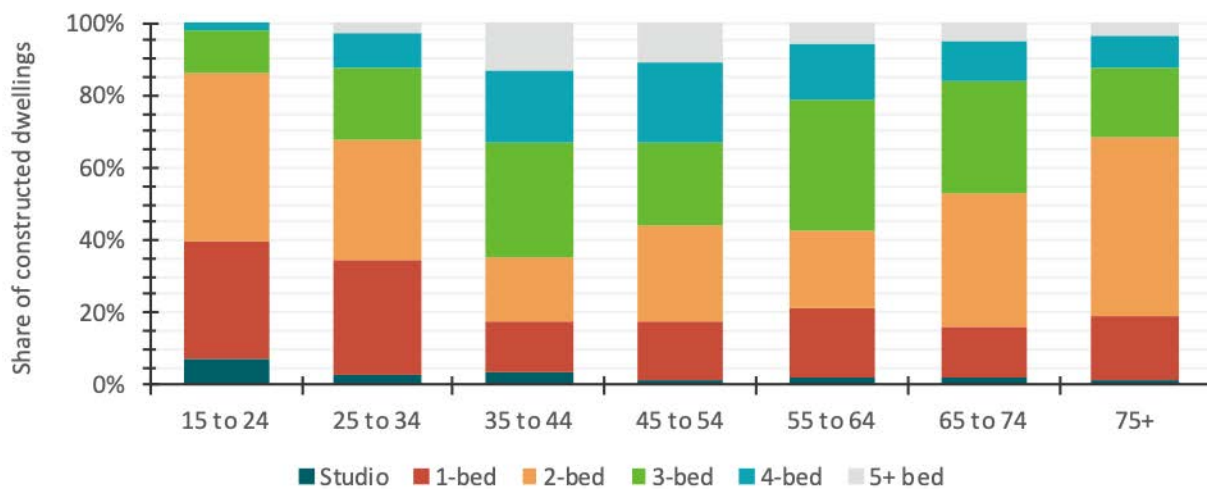
Source: 2021 Census Public Use Microdata File (PUMF) – Statistics Canada

Demand based on recent market housing outcomes

While the preceding analysis addresses spatial requirements, private market outcomes often notably differ. To estimate these outcomes, we utilize the same 2021 PUMF data for BC’s non-metropolitan areas. Specifically, we establish how primary maintainers distribute across unit sizes (by number of bedrooms) for dwellings constructed between 2016 and 2021.

By incorporating projected household maintainer age data, we can assess how bedroom demand may evolve over the specified period based on anticipated demographic changes. Figure 5-3 illustrates the construction activity in those five years, disaggregated by number of bedrooms and maintainer age groups.

Figure 5-3: Distribution of dwellings (by number of bedroom) among primary maintainer age groups, 2016 to 2021, all areas of BC outside CMAs



Source: 2021 Census Public Use Microdata File (PUMF) – Statistics Canada

Results are then further adjusted for the change in the above relationship from 2011 to 2021 (2011 data reflects construction activity from 2006 to 2011) to estimate how preferences may be changing over time (with the understanding and limitation that changes in preference may be influenced more so by the existing strained conditions of BC housing markets).

Readers may notice a stark contrast between Figure 5-2 and Figure 5-3 due to differences in the presented methodologies. Using the 75+ age group as an example, the NOS assumptions suggest this cohort will primarily require one-bedroom or smaller units, reflecting that many in this group—especially those in Core Housing Need—are single-person households and do not need larger homes. In contrast, the latter figure shows that, while additional space may not be necessary, this age group often seeks it based on preferences, as seen in recent construction absorption trends.

Minimum need versus potential market outcomes

Table 5-3 provides a concise summary of the overall distributions derived from both analyses, as of the 20-year projection period. The disparity of bedroom number distribution underscores the absence of a universal solution in housing provision. This suggests that while relying solely on the market may lead in a specific direction (i.e., centred around wants/preferences – like a couple purchasing a home with extra bedrooms in anticipation of a growing family), there remains a need to offer smaller unit sizes, especially for affordable housing initiatives.

Table 5-3: Share of dwellings by number of bedrooms, minimum need versus market driven outcomes

	Studio / 1-bed	2-bed	3-bed	4+ bed
Minimum need	71%	14%	9%	6%
Market driven outcomes	20%	33%	27%	21%

5.2.2 Housing price model and dwelling size results

As mentioned, a subsequent analysis of the HNR Method provides a rough idea of what the RDCK could expect in terms of market and non-market housing demand currently and over the 20-year projection period. Note that HNR Method guidelines do not prescribe how to perform this analysis, allowing for community level discretion.

Table 5-4 summarizes the results of applying the dwelling size distributions to these estimations. The outcome of this analysis is a table outlining anticipated demand, disaggregated by the number of bedrooms and intended market / price model. Note that non-market housing has been further separated into “affordable / below-market” housing (i.e., housing explicitly offered at prices below market, like the 80% of Median Market Rent criteria described by CMHC funding opportunities or rent-geared to income housing) and “deeply affordable” housing (i.e., rents offered at the shelter rate of income assistance, often combined with support services).

To distinguish what portion of the community might benefit from non-market housing, HART’s income categories and how they overlap across the housing continuum are considered. Briefly, we apply the historical proportions of households earning “very low”, “low”, and a portion of “moderate” incomes to demand totals. The demand for deeply affordable and below-market units is a function of these respective income categories. Note that moderate income earners are becomingly increasing impacted by rising shelter costs – growing portions of this segment would benefit from non-market interventions.

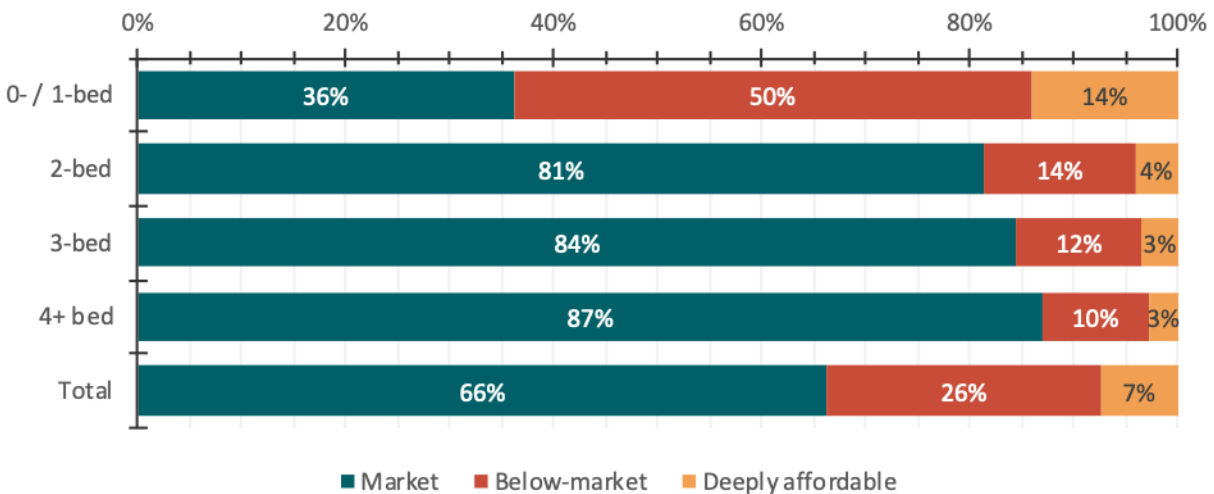
Table 5-4: Anticipated demand* disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	722	2,024	996	2,797	295	785	2,014	5,607
2-bed	1,178	3,281	199	582	59	165	1,436	4,029
3-bed	956	2,696	123	385	37	111	1,115	3,192
4+ bed	718	2,120	78	246	23	71	819	2,436
Total	3,574	10,122	1,395	4,010	415	1,132	5,383	15,265

* The sum of the components may not equal the total due to rounding

Figure 5-4 illustrates the distributions of the above price models by the number of bedrooms to show what dwelling sizes are best targeted by market or non-market interventions.

Figure 5-4: Distribution of price model demand by number of bedrooms, 2041



- The 5- and 20-year demand projections suggest a need for 5,381 and 15,265 units across the regional district, respectively.
- Market housing should remain the primary contributor to the local inventory, though there is a clear need for non-market interventions. By 2041, the RDCK may need 4,010 affordable / below-market offerings and 1,132 additional deeply affordable units.
- As suggested by the previously calculated shares of units by number of bedrooms, market housing demand will likely focus more so on 2- and 3-bedroom units; whereas, non-market solutions may distribute more so to 0- and 1-bedroom dwellings.

6. Recommendations

The following key recommendations emerged through the HNR update process. They respond to the quantitative and qualitative findings and attempt to recognize the ability and limitations of regional government scope and policy approaches. The RDCK is already supporting many of these recommendations and should continue to monitor progress moving forward.

Continue Advocacy and Education Efforts

Advocacy and education within the RDCK and to other levels of government is an ongoing and often unsung aspect of addressing affordable housing. Regional policy tools are limited, and the Provincial and Federal governments are primarily responsible for the provision of affordable housing. However, local and regional governments are routinely the most aware of specific needs and service gaps and, as a result, are the best positioned to address housing needs. The Regional District and its municipal partners play a key role in building awareness of the need and acceptance of new housing among residents and can continue to coordinate and collectively build on incentives, regulations, advocacy, and education initiatives.

Promote and Protect Housing Affordability in the Market

The RDCK is facing escalating housing pressures and rising housing costs. The median price of a home has become increasingly out of reach for most residents and low to middle income earners are struggling to find adequate housing, especially in the rental market. Engagement participants expressed the importance of ensuring all demographics in their community have access to non-market, affordable housing options in the place they call home.

When appropriately sized units are available, many exceed a price that is considered affordable or are reported to be in substandard condition, putting prospective tenants into Core Housing Need. Additional rental options will not solve housing affordability concerns across the Regional District. By expanding available stock, the market can alleviate immediate issues for many priority populations including seniors hoping to downsize, single-income households, and families unable to find appropriately sized units. Additional stock could slow down increases in the cost of renting, but market rentals are not capable of providing the services, deep affordability, or rent-geared-to-income approaches that many residents across the RDCK need now or may need in the future.

Work with Partners to Expand Non-Market, Affordable Housing Options

Though difficult to build and support in many rural areas, non-market, affordable housing options will be critical to providing stable and appropriate options to many residents of the RDCK. Non-market, affordable housing units can be secured at affordable rates through covenants or agreements with senior government. These units are typically facilitated by non-profit or senior government providers, but local and regional governments are key facilitators of development. Non-market stock is key to providing safe, affordable, appropriate housing for RDCK residents. Most non-market units will continue to be sited in municipalities, but the Regional District can support applications, coordinate land acquisition, and even provide support through capacity and expertise.

Regional Districts can also support and fund non-market housing development through the implementation of a Regional Housing Service Bylaw (RHSB). In communities without significant private housing development,

it is incredibly difficult to build up and maintain an affordable housing reserve or leverage affordable housing development for the benefit of the community. Implementing an RHSB can help address this, and a variety of other housing challenges, and provide secure, predictable funding either directly or in partnership with third parties, such as housing societies. There is a wide range of flexibility as to how a region decides to allocate RHSB funds, such as providing start-up/pre-development funding for non-market development projects or entering into agreements with third parties (e.g., housing entities) to address regional housing needs and demands. Although it may be challenging to first implement a RHSB, once the service is in place, it becomes a regular and routine financial contribution that residents living in the region understand and are familiar with.

Encourage Densification in Serviced Areas

Servicing and infrastructure maintenance are a consistent challenge in rural areas that can result in increasing costs for existing properties and more expensive development conditions. Life-cycle costs of infrastructure and servicing are significantly more cost-efficient when growth occurs in existing neighbourhoods, and within urban containment boundaries, compared to sprawl. Engagement respondents expressed that it is critical that new growth and settlement is sited in well-serviced areas whenever possible. Opportunities to densify through secondary suites and accessory dwelling units should be encouraged. Growth management planning or a Regional Growth Strategy covering the entire region can help to ensure efficient expansion of servicing and infrastructure in line with long-term community development goals.

7. Conclusion

The RDCK's housing landscape is evolving among its urban and rural areas, driven by a notable increase in both population and households from 2016 to 2021. This growth trend is expected to continue through the next two decades, leading to a sustained rise in housing demand.

Population expansion has coincided with housing price increases. The median home price rose 54% between 2019 and 2022, reaching \$549,900. This has exacerbated housing affordability challenges overall and increased strain on alternatives in both the urban and rural rental markets. Expected low RDCK rental vacancy and a connected low rental supply should further challenge residents looking for rental units.

In 2021, approximately 11% of regional households were in Core Housing Need, with greater rates across the electoral areas. Core Housing Need is most often influenced by rates of unaffordability. High rates of unaffordability in the region can be attributed to slowly growing incomes relative to increasing housing costs. Thus, meeting the demand for affordable housing options in the region is crucial. Estimates suggest that about 5,142 subsidized units could be required over the next 20 years to meet the needs of those most vulnerable. Overall, the RDCK may require an additional 15,265 total housing units (across the municipalities and the rural areas) by 2041 to mitigate existing and future market imbalances.

Since the last HNR, several regional planning efforts have been completed or are currently in progress to better understand and address housing needs in the RDCK. In 2023, the RDCK finalized a Housing Action Plan (HAP), which outlines key actions the Regional District, in collaboration with its member municipalities, can take to support residents facing housing challenges. Since the plan's adoption, the RDCK has been working to implement the identified actions, including a Local Community Needs Project as part of the Complete Communities Program and a Housing Development and Costing Study. These initiatives will help guide growth management planning in both the municipal and rural areas of the RDCK, while also identifying opportunities for sustainable housing development.

The data presented here is intended to support and supplement the important work already being undertaken by the RDCK and its partners. Though it will be challenging, the RDCK, with support from municipal, non-profit and private partners, and senior levels of government, is more than capable of addressing the housing needs outlined in this report.



Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

Electoral Area Summary

APPENDIX A: DEFINITIONS

Definitions

“bedrooms” refer to rooms in a private dwelling that are designed mainly for sleeping purposes even if they are now used for other purposes, such as guest rooms and television rooms. Also included are rooms used as bedrooms now, even if they were not originally built as bedrooms, such as bedrooms in a finished basement. Bedrooms exclude rooms designed for another use during the day such as dining rooms and living rooms even if they may be used for sleeping purposes at night. By definition, one-room private dwellings such as bachelor or studio apartments have zero bedrooms;

“census” means a census of population undertaken under the Statistics Act (Canada);

“census family” is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex;

“components of demographic growth” refers to any of the classes of events generating population movement variations. Births, deaths, migration, marriages, divorces, and new widowhoods are the components responsible for the variations since they alter either the total population or the age, sex, and marital status distribution of the population:

“emigrant” refers to a Canadian citizen or immigrant who has left Canada to establish a permanent residence in another country.

“immigrant” refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities;

“interprovincial migration” refers to movement from one province or territory to another involving a permanent change in residence. A person who takes up residence in another province or territory is an out-migrant with reference to the province or territory of origin and an in-migrant with reference to the province or territory of destination;

“intraprovincial migration” refers to movement from one region to another within the same province or territory involving a permanent change of residence. A person who takes up residence in another region is an out-migrant with reference to the region of origin and an in-migrant with reference to the region of destination;

“non-permanent residents” refers to persons who are lawfully in Canada on a temporary basis under the authority of a temporary resident permit, along with members of their family living with them. Non-permanent residents include foreign workers, foreign students, the humanitarian population and other temporary residents;

“core housing need” is when housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards;

“adequate housing” means that, according to the residents within the dwelling, no major repairs are required for proper use and enjoyment of said dwelling;

“affordable housing” means that household shelter costs equate to less than 30% of total before-tax household income;

“suitable housing” means that a dwelling has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements;

“dwelling” is defined as a set of living quarters. Two types of dwelling are identified in the Census, collective dwellings and private dwellings. The former pertains to dwellings which are institutional, communal or commercial in nature. The latter, Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons;

“private dwelling occupied by usual residents” refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

“private dwelling not occupied by usual residents” refers to a private dwelling which is not considered the primary place of residence of a household over a calendar year.

“dwelling type” means the structural characteristics or dwelling configuration of a housing unit, such as, but not limited to, the housing unit being a single-detached house, a semi-detached house, a row house, an apartment in a duplex or in a building that has a certain number of storeys, or a mobile home;

“single-detached house” means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house;

“semi-detached house” means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides;

“row house” means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses;

“duplex” (also known as apartment or flat in a duplex) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings;

“apartment in a building that has five or more storeys” means a dwelling unit in a high-rise apartment building which has five or more storeys;

“apartment in a building that has fewer than five storeys” means a dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys;

“mobile home” means a single dwelling, designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation pad and may be covered by a skirt;

“extreme core housing need” has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

“household” refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad;

“owner household” refers to a private household where some member of the household owns the dwelling, even if it is still being paid for;

“renter household” refers to private households where no member of the household owns their dwelling. The dwelling is considered to be rented even if no cash rent is paid;

“household maintainer” refers to whether or not a person residing in the household is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. In the case of a household where two or more people are listed as household maintainers, the first person listed is chosen as the primary household maintainer;

“household size” refers to the number of persons in a private household;

“household type” refers to the differentiation of households on the basis of whether they are census family households or non-census-family households. Census family households are those that contain at least one census family;

“migrant” refers to a person who has moved from their place of residence, of which the origin is different than the destination community they reported in. Conversely, a non-migrant is a person who has moved within the same community;

“mobility status, one year” refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier;

“primary rental market” means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

“Rental Market Survey” refers the collection of data samples from all urban areas with populations greater than 10,000 and targets only private apartments with at least three rental units. Among the information provided are median rental prices for units within the primary rental market;

“secondary rental market” means a market for rental housing units that were not purpose-built as rental housing;

“shelter cost” refers to the average or median monthly total of all shelter expenses paid by households that own or rent their dwelling. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services;

“subsidized housing” refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances;

“tenure” refers to whether the household owns or rents their private dwelling. The private dwelling may be situated on rented or leased land or be part of a condominium. A household is considered to own their dwelling if some member of the household owns the dwelling even if it is not fully paid for, for example if there is a mortgage or some other claim on it. A household is considered to rent their dwelling if no member of the household owns the dwelling;

“vacancy” means a unit that, at the time of the CMHC Rental Market Survey, it is physically unoccupied and available for immediate rental.

Consulting support from:





Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

Electoral Area Summary

DECEMBER 2024



Acknowledgments

The authors of this report acknowledge that this study takes place on the traditional territory of the Sinixt, Ktunaxa, Syilx and Secwépemc nations. We hope to continue their legacy of learning from, caring for, protecting, and enjoying the blessings of tradition and territory.

The development of this Summary Report was led by the Regional District of Central Kootenay (RDCK) and supported by staff from the Land Use and Planning Department.

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Executive Summary

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and a changing housing landscape. Like other regional districts across the Province of British Columbia (BC), the Electoral Areas (EAs) in the RDCK are facing escalating housing pressures and rising housing costs.

Recognizing the dynamic nature of the housing market, the availability of new data, and the necessity for updated housing reports, the RDCK commissioned updated HNRs for its rural EAs (A, B, C, D, E, F, G, H, I, J, K) and partnering municipalities (the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan). This Summary Report aims to provide an overview of the EA's current and anticipated local housing conditions and needs and meet new provincial legislative requirements.

Please note that the abbreviation for Electoral Areas, "EAs," and "rural RDCK" are used interchangeably throughout the report.

KEY FINDINGS

The Electoral Area Population is Growing and Changing

- RDCK's total rural population grew by 6% between 2016 to 2021. During this same period, households grew by 5%. It is anticipated that the region will continue to experience growth over the next two decades.
- Projections expect there to be about 40,020 residents across the RDCK's EAs by 2041, and 18,945 households.
- Growth has historically been, and is expected to continue to be, greatest among seniors and older residents. Projections also anticipate increases among 25- to 44-year-olds over the next 20 years.

Sale Prices are Rising, and Home Ownership is Increasingly Out of Reach for Many

- The median rural RDCK home sale price rose approximately 81% between 2019 and 2022. The median single-detached house sold for \$609,700 in 2022. Despite increased interest rates that were introduced at the beginning of 2022 to mitigate escalation, home prices across the EAs have continued to rise.
- Since 2016, the median price of a home has become increasingly out of reach for all household family types, with the largest widening occurring after the notable appreciation post-2019.
- House prices across the rural RDCK are increasing at a much higher rate than incomes, making it increasingly more difficult for current and future residents to purchase a home in the region.

Rural Residents are Facing Housing Affordability Challenges

- In 2021, 18% of rural RDCK households lived in a home that was in need of major repairs, overcrowded, and/or unaffordable – referred to as living in "Core Housing Need."
- Renter households are more severely affected by Core Housing Need. This is largely related to renter households having lower household income levels that make it more difficult to access adequate, suitable, and affordable housing. In 2021, approximately 35% of EA renter households were in Core Housing Need.

- About 20% of EA households (2,815 households) earned a “very low income” or “low income” in 2021. These households can afford at most a monthly mortgage or rent of \$670. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

Demand is Expected to Increase over the Next 20 Years

- Over the next two decades, provincial projections suggest the EAs may need to add a total of 7,184 new homes across the housing spectrum to mitigate increased market imbalances, account for anticipated new demand, and address existing housing deficits.
- Much of the demand will be influenced by population growth. Growth is largely driven by factors outside of local government control including economic opportunities, available services, infrastructure, transportation, natural disasters, federal and provincial policy, and education opportunities.

KEY AREAS OF LOCAL NEED

Based on analysis of data and feedback from elected officials and community organizations, the following summary statements describe the current and anticipated housing needs across the following seven key areas: affordable housing, rental housing, special needs housing, housing for seniors, housing for families, shelters for individuals experiencing or at risk of homelessness and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation.

Table 0-1: Key areas of local need

Need	Description
Affordable housing	<p>Affordability is the largest contributor to Core Housing Need in the EAs. Estimates from 2016 to 2022 indicate that the gap between income purchasing power and actual house prices has widened, indicating that homeownership is further out of reach for most rural RDCK residents, particularly, first-time homebuyers.</p> <p>Individuals or families with one income are struggling the most to find affordable housing options in the community, whether to rent or own. Approximately 20% of rural EA households earned a “very low” or “low” income (see section 3.3.2 for income categorization information). While many in these categories may already be shelter-secure (e.g., retired households with fully paid-off mortgages), this percentage represents a significant portion of the population that may be especially vulnerable to affordability challenges.</p> <p>Projections anticipate at least 1,424 subsidized affordable units (32% of all units) and 4,759 additional market units will be needed by 2041 to meet demand and begin to balance prices.</p>

Need	Description
Rental housing	<p>Homeownership is becoming increasingly unaffordable for the typical rural RDCK household, forcing many who would prefer to own a home to rent instead. Although the cost of renting is also likely increasing, it often remains the more cost-effective option between the two tenures.</p> <p>Approximately 16% of EA dwellings are rented – this percentage has stayed consistent from 2016 to 2021. However, broader tenure trends in the RDCK and across BC suggest that rates of rentership will rise over the next two decades. As rental vacancy rates continue to decrease, this identifies a clear rise in demand for rental housing relative to available supply. Although vacancy rates typically reflect purpose-built rentals in urban areas, a declining vacancy rate in these markets (e.g., Nelson) forces households to seek alternatives in lower-density markets where there is better availability and prices. This leads to increased demand overall.</p>
Special needs housing	<p>Although data on waitlists and core housing need is not specific to community members with special needs, national disability statistics show that overall rates of disability increased from 22.3% to 27.0%¹ between 2017 and 2022 surveys. Much of this increase is attributed to the growth of the senior population. As the population in the rural RDCK ages, projections expect the need for more accessible and specialized housing to increase.</p> <p>Increases were also observed among youth and working-age adults, with significant rises in mental health, learning, and developmental challenges. This indicates a broad need for improved access to supportive housing options that cater to various specific support needs and age demographics.</p>
Housing for seniors	<p>According to BC projections, the EAs can anticipate that senior-led households will continue to grow over the next two decades. By 2041, senior-led households may increase by 43% and could comprise 40% of total rural households.</p> <p>In 2022, the Canadian disability rate among the senior population was 40%, an increase of three percentage points since the last survey in 2017. A significant portion of this rate is related to mobility issues, and the likelihood of disability that increases with age.</p> <p>Given the anticipated growth in senior households and the elevated disability rate within this group, increased senior housing interventions are necessary. These could include ensuring senior housing and facilities are widely permitted locally, further modifying building standards to support aging in place, and/or developing and improving existing senior services and programs.</p> <p>While many solutions fall outside the direct influence of local government, there may be opportunities to partner with other levels of government and local or regional organizations to encourage appropriate seniors housing</p>

¹ Statistics Canada. (2023, December 1). Canadian Survey on Disability, 2017 to 2022. <https://www150.statcan.gc.ca/n1/daily-quotidien/231201/dq231201b-eng.htm>

Need	Description
Housing for families	<p>Projections anticipate that young family aged households may increase over the next two decades, potentially at a faster pace than senior-led households. Consequently, the change in demand for family-specific dwellings (e.g., those with more bedrooms or larger floor areas) may be notable.</p> <p>The growth of family-aged individuals is vital for sustaining local employment and productivity. Affordable options with multiple bedrooms are key to meeting the needs of families, especially lone parent households who often need non-market options to ensure appropriate affordability. Families may also be served by interventions in other areas of the housing spectrum, for example by additional seniors housing that helps reintegrate larger homes back into the market.</p>
Shelters to address homelessness	<p>While shelters are often located in larger urban communities, homelessness is not confined to these areas. National and provincial trends show that overall homelessness is on the rise, with hidden homelessness likely increasing, particularly in small urban and rural areas.</p> <p>About 2% of rural RDCK households were identified as earning "very low" incomes. These individuals are the most vulnerable to changes in their housing circumstances and are the most likely to require emergency housing interventions.</p> <p>Addressing homelessness locally is ideal, as it allows residents to remain within their community. However, doing so can be challenging, especially in rural areas, without provincial or federal support. Regional homelessness strategies should be developed and/or strengthened to help coordinate and determine the allocation of emergency housing services and programs.</p>
Proximity to transportation	<p>Current residential development patterns within the EAs are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. Presently, the EAs lack public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways.</p> <p>With limited funding models to support transportation infrastructure across the rural RDCK, even in areas where new housing developments are planned, the scope of transportation service options for future expansion remains constrained. The RDCK recognizes the critical role that active transportation plays in connecting communities and supporting broader social determinants of health, particularly in relation to housing. Given these considerations, the RDCK acknowledges the opportunity to further explore options for developing transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the EAs.</p>

Interim Report Requirements

The first legislative requirements for housing needs reports were established in 2019, and required local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs. The RDCK and its partner municipalities completed a Housing Needs Assessment in September 2020.

In 2023, amendments to the *Local Government Act* introduced new requirements for housing needs reports. Local and regional governments are now required to follow a standardized methodology (the HNR method, described in section 5) to project housing needs over 5- and 20-year timeframes and to include policies for accommodating the identified number of housing units when updating official community plans and zoning bylaws.

Communities must complete an Interim Housing Needs Report (IHNR) that is required to include three new additional items:

- The number of housing units needed currently and over the next 5 and 20 years;
- A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
- A description of the actions taken by local government, since receiving the most recent housing needs report, to address housing needs.

The RDCK and partnering communities have elected to complete the interim report requirements and a comprehensive data update using 2021 census data. The interim reporting requirements for each EA are included in Appendix B.

The body of this Electoral Area Summary Report contains all information required by legislation to meet the interim reporting requirements and should remain relevant until the next release of Census data, projected for 2027 or 2028.

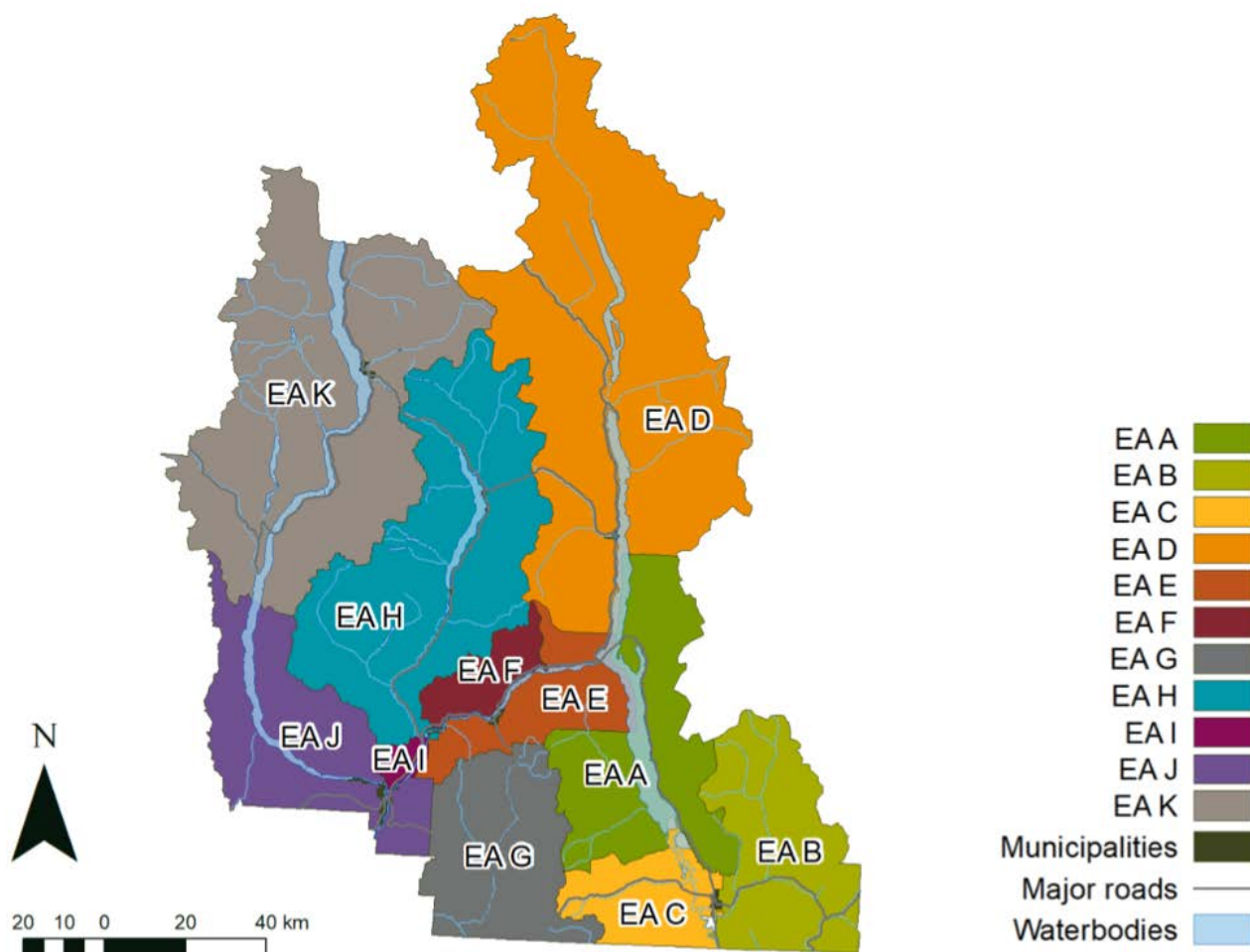
1. Introduction

Like many areas across British Columbia, the rural RDCK is experiencing significant housing pressures, accelerating home sale prices, and rising rents. Using a wide range of quantitative data and qualitative input from elected officials, community organizations, and local government staff, this document analyzes current and anticipated housing needs and gaps in the RDCK’s EAs (A-K). Where feasible, the data refers to and compares all EAs for a comprehensive look at the Region’s rural context. However, some analysis shows only the total of all EAs for simplicity and clarity.

A thorough assessment of housing need is a vital foundation to support future initiatives. The data gathered and insights generated by a needs report can inform land use and social planning initiatives at the regional level, as well as provide hard evidence to further advocacy to senior levels of government. They are also a useful resource for those engaged in or entering the housing sector.

Figure 1-1 illustrates EA locations in relation with the boundaries of the RDCK.

Figure 1-1: Location Map



Source: BC Geo Warehouse, Statistics Canada

1.1 DATA SOURCES

This report refers to several pieces of data that work together to contextualize housing conditions experienced by residents in the EAs. The following is a list of secondary quantitative data sources (i.e., information collected by other organizations and used for this report):

- BC Assessment
- British Columbia Statistics
- Canada Mortgage and Housing Corporation (CMHC)
- Local government data
- Statistics Canada
- UBC Housing Assessment Resource Tools (HART)

Limitations for each source are detailed in the next subsection. At a high level, no analysis can be exact without individualized person or household datasets. Many datasets in this report rely on population samples which, though statistically sound, may not feel representative or reflect lived experience in the RDCK's rural EAs. Any analysis in this report should be considered informed estimates rather than precise descriptions.

This is especially applicable to projection work from any source. Estimating variable changes without knowledge of future conditions is inherently flawed. The projections included in this report are subject to economic, social, and environmental conditions that may not persist in the future. Projections should serve as guideposts, regularly recalculated and adjusted every five years as HNRs are updated to incorporate new information as needed.

1.1.1 Data Limitations

BC Assessment

[Grouped Information](#)

BC Assessment provides assessment roll spreadsheets for communities across British Columbia for the years 2005/2006 through 2022/2023. Assessment roll information is not on an individual property level; rather, similar types of properties are grouped together in "folios" based on several factors, such as property type and dwelling type. These folio groups also mean that assessment and sale price values reflect averages, making it more difficult to express community level average and median values.

British Columbia Statistics

[Urban Focus](#)

BC Statistics helpfully consolidates most data related to complete Housing Needs Reports, like the new homes registry, non-market housing, post-secondary student housing, and homeless count sources. The database primarily offers data for urban areas, potentially excluding unincorporated or rural data, or suppressing data for confidentiality. This is often due to urban communities having greater data quality and quantity.

Canada Mortgage & Housing Corporation (CMHC)

Reporting Landscape

CMHC conducts its Rental Market Survey (RMS) every year in October to estimate the relative strengths in the rental market. The survey collects samples of market rent levels, turnover, and vacancy unit data for all sampled structures. The survey only applies to **primary rental markets**, which are those urban areas with populations of 10,000 and more. The survey targets only privately initiated purpose-built rental structures with at least three rental units, which have been on the market for at least three months. For instance, a single family dwelling with a rental suite would not be collected. Nor would a stratified apartment that the owner has on the market as a rental. In the RDCK, CMHC only collects rental data for the City of Nelson.

Statistics Canada

Area and Data Suppression

Some geographic areas are too small to report, resulting in the deletion of information. Suppression can occur due to data quality or for technical reasons, limiting the use of granular Census geographies. This was not a particular concern for this study but limited the ability to use granular Census geographies (specifically, Dissemination Areas – see **Definitions**).

Random Rounding

Numbers are randomly rounded to multiples of “5” or “10,” leading to potential discrepancies when summed or grouped. If results are small enough, this may also mean values are rounded down to 0. Percentages derived from rounded data may not accurately reflect true percentages, introducing a level of approximation. Additionally, the sums of percentages may not equal 100%.

UBC Housing Assessment Resource Tools (HART)

Sourced from Statistics Canada

While HART offers detailed methodologies for their analysis, they do rely on Statistics Canada datasets. Consequently, the same limitations as stated above apply for HART analysis results.

1.2 ENGAGEMENT

The RDCK Housing Needs Report Updates Engagement Summary Report summarizes engagement activities conducted by the M’akola Development Services (MDS) and Turner Drake & Partners (TD) in collaboration with RDCK staff for the HNR updates. Engagement opportunities included targeted surveys, presentations, and facilitated discussions. Additional detail regarding engagement is also included in the Regional Summary Report, meant to accompany this report.

The Engagement Summary Report captures key themes and feedback shared by engagement groups, including RDCK elected officials, local government staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the RDCK Regional Summary Report, Electoral Area Summary Report, and Village Profiles.

2. Demographic Profile

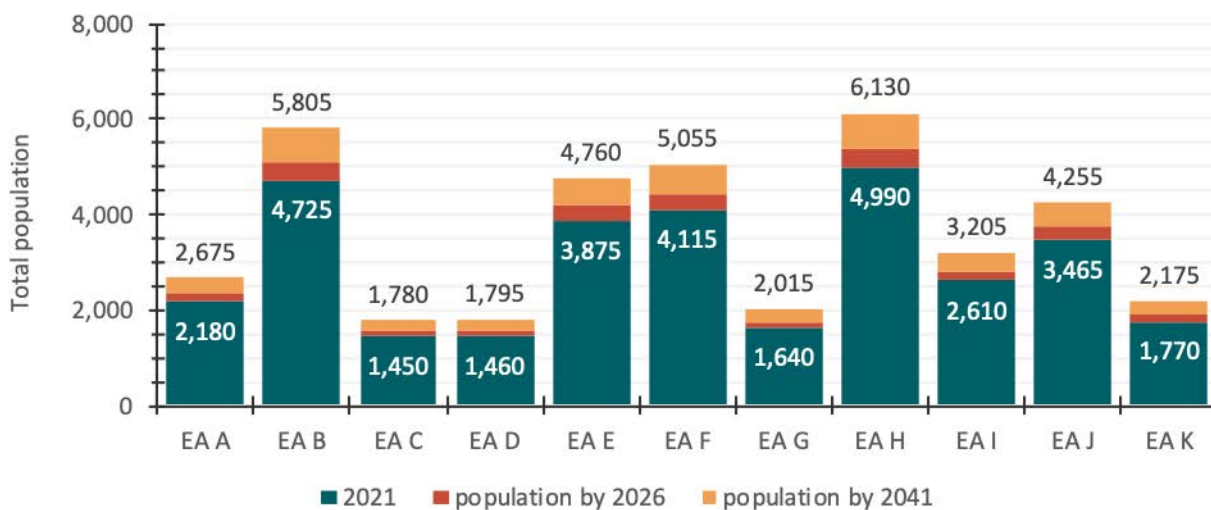
2.1 POPULATION

2.1.1 Historical & anticipated population

British Columbia’s population grew by nearly 8% between 2016 and 2021 (according to BC Government estimates), driven by economic opportunities, immigration, and the quality of life. This growth has heightened the demand for housing, infrastructure, and services, presenting both opportunities and challenges for the province as it adapts to a changing demographic landscape.

Figure 2-1 illustrates the changing total population for each of the RDCK’s EAs from 2016 to 2021 (BC estimates for Census years) and five-year intervals from 2026 to 2041 (BC Government projections). Census data shows that the EA population grew by 6% between 2016 and 2021.

Figure 2-1: Historical and anticipated population by electoral area



Source: Statistics Canada 2021 Census, projections derived from BC P.E.O.P.L.E Regional District results

Table 2-1 provides a summary of the historical population changes across different age cohorts and includes anticipated population figures over the next two decades.

Table 2-1: Historical and anticipated population by age group

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical population							
2016 population	30,550	4,370	2,625	6,060	10,745	6,365	370
2021 population	32,280	4,440	2,505	6,765	10,185	7,880	500
% change ('16-'21)	+6%	+2%	-5%	+12%	-5%	+24%	+35%

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Anticipated population							
2026 population	34,855	4,265	2,980	7,745	9,920	9,260	670
% change ('21-'26)	+8%	-4%	+19%	+14%	-3%	+18%	+34%
2041 population	39,650	4,350	2,405	9,310	11,905	9,235	2,490
% change ('26-'41)	+14%	+2%	-19%	+20%	+20%	0%	+272%
% change ('21-'41)	+23%	-2%	-4%	+38%	+17%	+17%	+398%

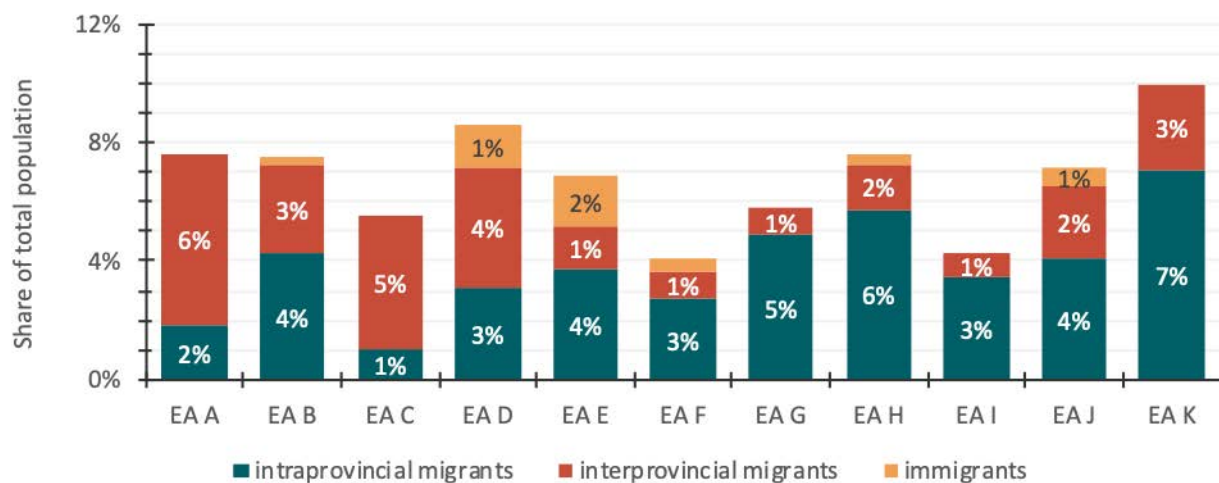
Source: Statistics Canada 2021 Census, projections derived from BC P.E.O.P.L.E Regional District results

- The province estimates that the rural EA population was 32,280 in 2021, up from 30,550 in 2016.
- Historically, the highest rates of growth have been largely among senior residents with increases also occurring among youth and adults aged 25 to 44. Across this same time period, young adults (15 to 24) and older working adults (45 to 64) decreased.
- The total rural population may grow 23% over the next two decades, potentially reaching 39,650 people by 2041. Most age groups will likely contribute to growth, except for youth (0 to 14) which may decline.
- About 7,370 additional people may live in the rural RDCK by 2021.

2.1.2 Recent mobility trends

Figure 2-2 illustrates the number of people who moved to the EAs from another area, whether from within British Columbia (intraprovincial), another province (interprovincial), or another country (international). The data reflects mobility trends for the year prior to 2021.

Figure 2-2: One-year mobility of population trends by electoral area



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- There are no consistent migration trends amongst the EAs. Electoral Area’s H and K reported that 6% and 7% of their population lived elsewhere in BC prior to the 2021 Census. Conversely, Electoral Areas A and C reported higher shares (6% and 5%, respectively) of residents arriving from elsewhere in Canada.
- International migration makes up a small portion of the incoming populations. Area E reported the highest proportion at 2%. This is likely attributed to its proximity to Nelson, which is an economic centre within the region.
- While trends across EAs may differ, it is evident that migration contributes to local demographic change, even in the rural context.

2.2 HOUSEHOLDS

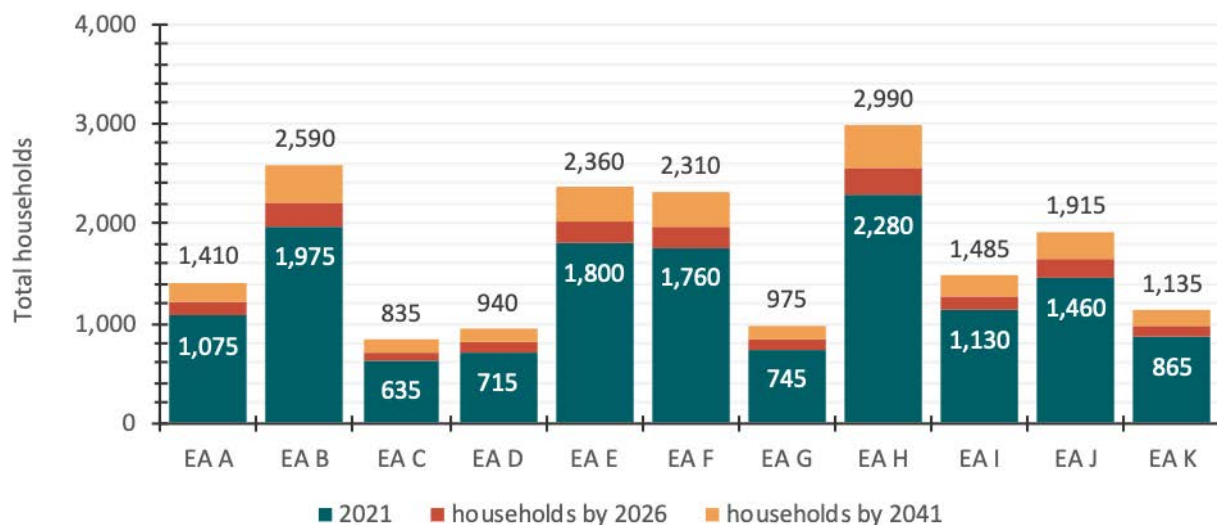
Statistics Canada defines a household as a person or group of persons sharing the same dwelling without another usual residence. A household is the highest-level descriptor of many unique living situations. Households are often categorized in this report by the primary household maintainer’s age, which is the age of the person responsible for major expenses like rent, mortgage, taxes, and utilities. When multiple people share this responsibility, the first listed individual becomes the primary household maintainer.

2.2.1 Historical & Anticipated Households

Total households and the age distribution of maintainers are influenced by population changes and driven by factors like relocations, preferences, and financial situations. Changes in household patterns typically align with broader population trends. Household growth is a key driver of housing demand. Since households need dwellings, projections are closely tied to the needed increase in housing stock to accommodate expected population changes. Economic and financial drivers, while influential, are excluded since they are difficult to predict, both in the near- and long-term.

Figure 2-3 illustrates each community’s estimated historical households and the anticipated 20-year net growth in households.

Figure 2-3: Historical and anticipated households by electoral area



Source: Statistics Canada 2021 Census, projections derived from BC P.E.O.P.L.E Regional District results

Table 2-2 summarizes historical shifts in total rural RDCK households, providing insights into expected figures over the next two decades.

Table 2-2: Historical and anticipated households by primary maintainer age

	Total	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical households by primary maintainer age						
2016 households	13,780	150	3,025	6,250	4,055	255
2021 households	14,440	135	3,160	5,850	4,950	385
% change ('16-'21)	+5%	-10%	+4%	-6%	+22%	+51%
Anticipated households by primary maintainer age						
2026 households	16,200	160	3,770	5,815	5,965	500
% change ('21-'26)	+12%	+19%	+19%	-1%	+21%	+30%
2041 households	18,945	135	4,435	6,720	5,835	1,820
% change ('26-'41)	+17%	-16%	+18%	+16%	-2%	+264%
% change ('21-'41)	+31%	0%	+40%	+15%	+18%	+373%

Source: Statistics Canada 2021 Census, projections derived from BC P.E.O.P.L.E Regional District results

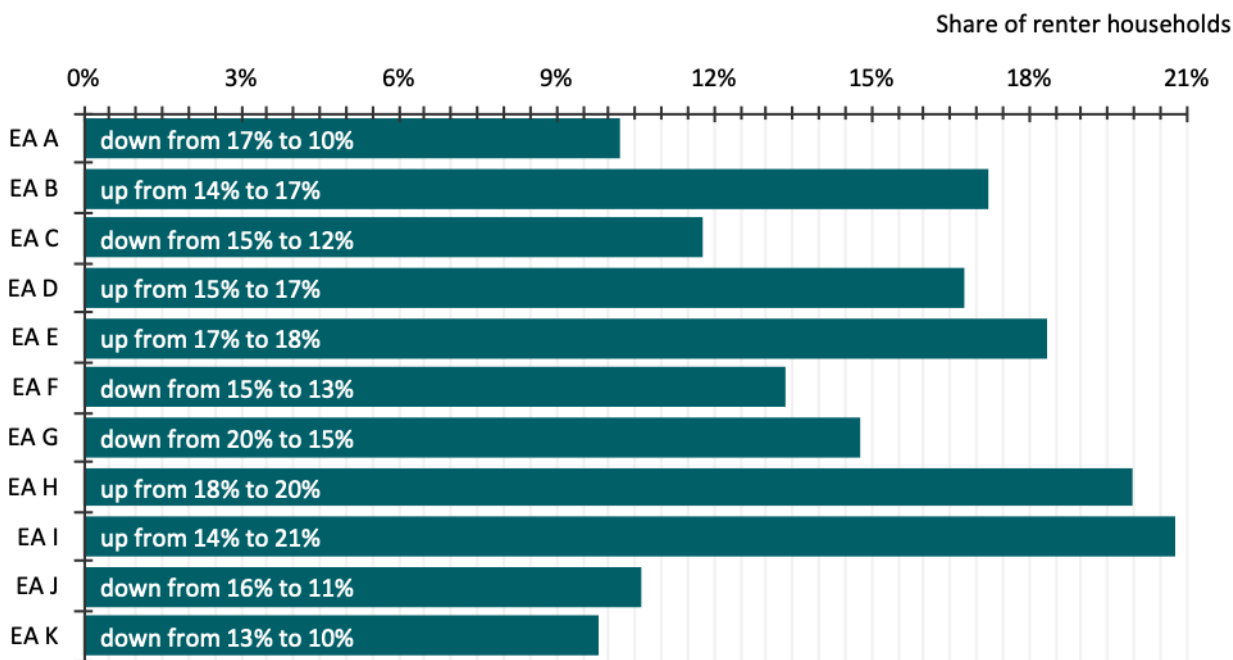
- The province estimates that rural RDCK had 14,440 households in 2021, up 5% from 13,780 in 2016.
- Similar to population, the main contributors to growth were 25- to 44- and 65+ year old-led households. Sustained growth among 25- to 44-year old-led households is anticipated, suggesting the potential growth of families.
- Total households may grow 31% between 2021 and 2041, reaching approximately 18,945. It is not uncommon for communities to have a higher rate of household growth than population growth. As a community ages, more people tend to live in smaller households (e.g. 1- or 2-person households rather than 3- or 4-person households.) This drives the average household size down and increases the number of households needed per capita.
- About 4,505 additional households may exist in rural RDCK by 2041.

2.3 ADDITIONAL HOUSEHOLD CHARACTERISTICS

2.3.1 Household Tenure

Figure 2-4 illustrates the share of renter households by electoral area in 2021, and the percentage change between 2016 and 2021.

Figure 2-4: Share of 2021 renter households by electoral area, change from 2016 to 2021



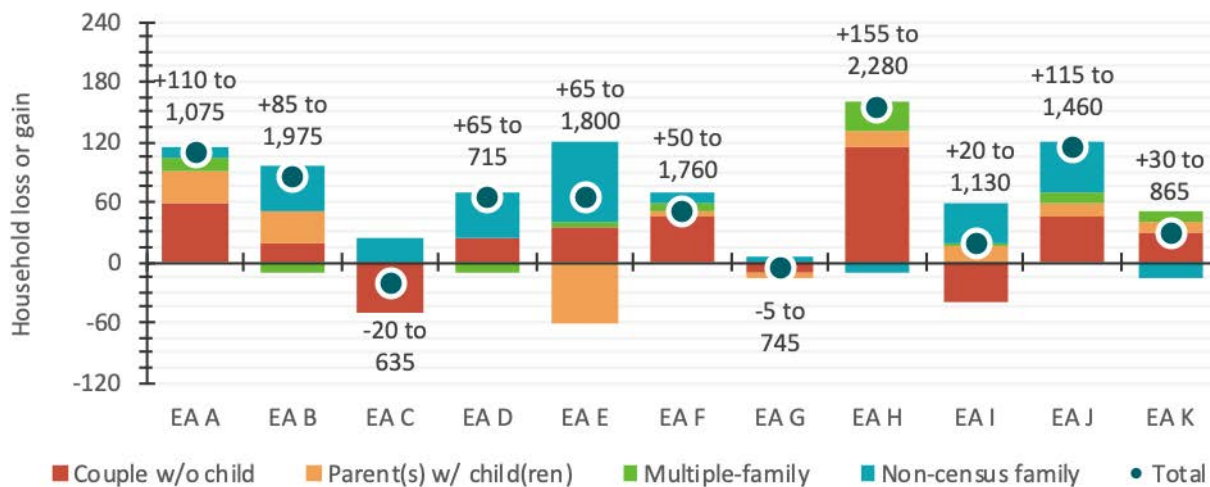
Source: Statistics Canada Custom Census Tabulations (BC purchased)

- There is no definitive growth trend for renter-occupied dwellings, with six EAs reporting a decrease of renter households and five reporting an increase.
- Generally, the number of renter-occupied dwellings was static between the Census periods and their share of the total was mostly influenced by changes in owner-occupied dwellings.
- About 2,250 of rural RDCK dwellings were renter-occupied in 2021 – a 16% share of dwellings occupied as a primary place of residence.

2.3.2 Household Size and Family Types

Figure 2-5 illustrates the historical change in total households by EA in relation to their respective in- or out-flows of particular household sizes between 2016 and 2021.

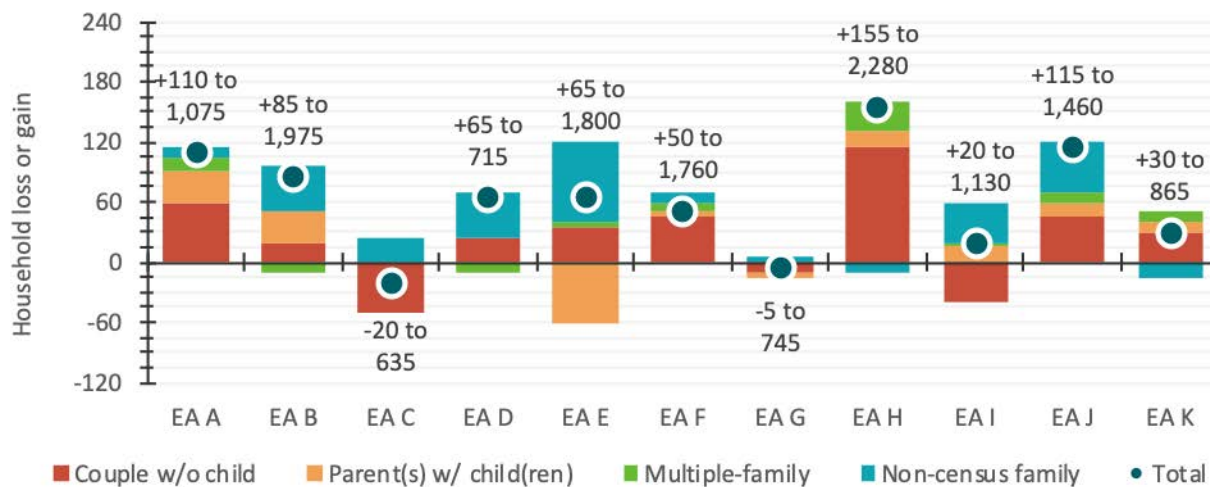
Figure 2-5: Net change in households by household size and electoral area



Source: Statistics Canada Custom Census Tabulations (BC purchased)

Figure 2-6 applies the same chart format, but instead illustrates the relationship between household change and family types.

Figure 2-6: Net change in households by household family type and electoral area



Source: Statistics Canada Custom Census Tabulations (BC purchased)

Note: A non-census family is a household that is either a single person or made up of unrelated persons (e.g., roommates).

- While an increase in larger household sizes often corresponds with an increase of families with children, family type data demonstrates that a strong share of this growth is associated with growth amongst multiple family households (i.e., multigenerational families) and non-census families (i.e., unrelated roommates).
- Only two of 11 EAs (E and G) reported a decrease in the number of families with children (whether a couple or lone parent).

2.4 INCOME

Income statistics are critically important for determining affordability. How much a household earns is the most important factor in determining what type and size of home the household can afford. A household's earnings are largely contingent on the characteristics and composition of the people making up the household (e.g., how old is the household, how many people are in the household, does a household own or rent their dwelling?) Most affordability calculations use median before-tax household, or the total income earned by a household before income taxes and other elements are deducted, as the primary input.

Note: Canadian Emergency Response Benefit (CERB) relief payments may have artificially boosted income data in the 2021 Census, obscuring some housing need. Though a necessary stimulus during the height of the COVID-19 pandemic, CERB temporarily raised the annual income for many residents of the RDCK, mostly in the lowest income brackets. Most households briefly pulled out of housing need by CERB likely returned to pre-COVID income levels after support programs ended.

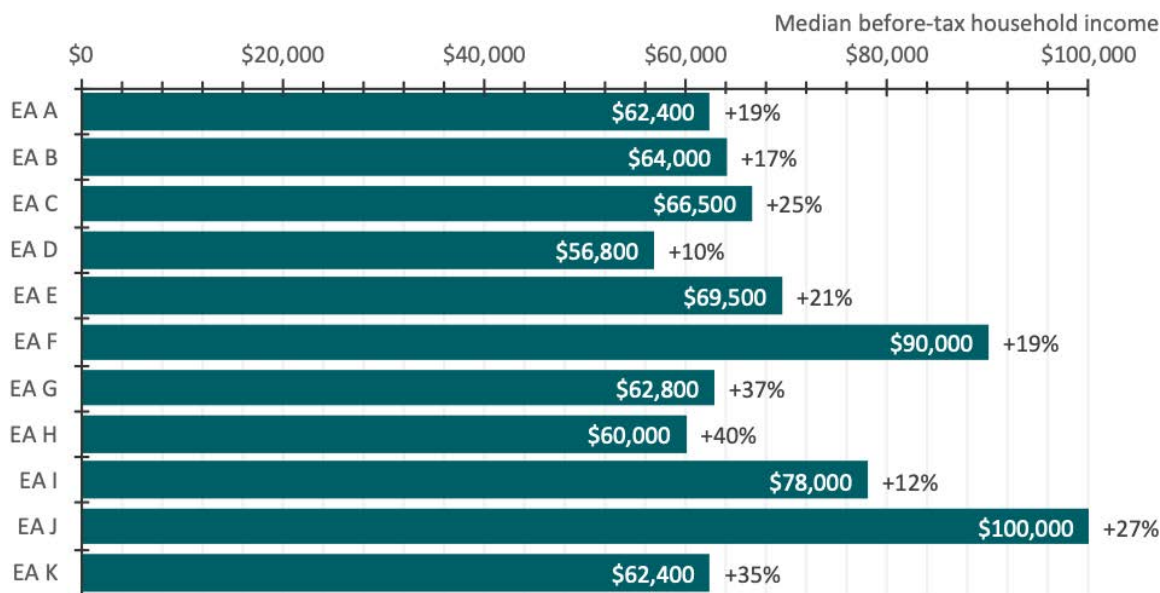
Key Definition

Median before-tax household income: the total income earned by a household before income taxes and other elements are deducted. Commonly used to determine housing affordability.

2.4.1 Median before-tax household incomes

Figure 2-7 shows the 2021 Census reported median before-tax household incomes for each electoral area, as well as the corresponding income growth since 2016.

Figure 2-7: Total and change in median before-tax household income by electoral area, 2021

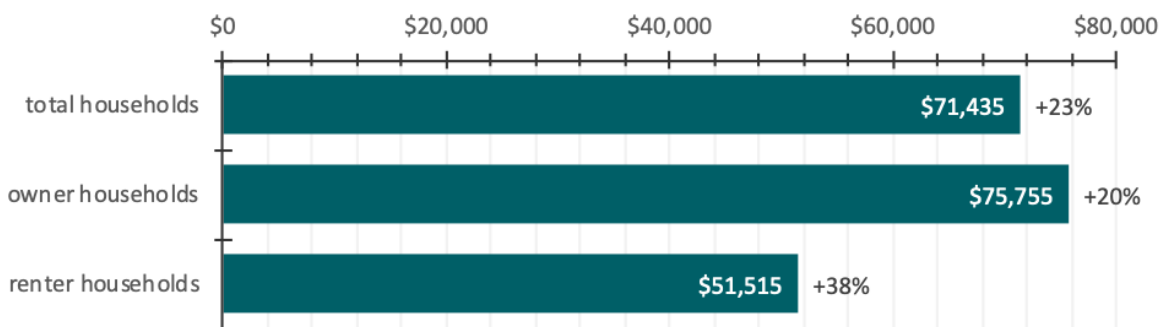


Source: Statistics Canada Custom Census Tabulations (BC purchased)

- In 2021, the median household income increased across all EAs, with particularly notable growth amongst Area H (+40%), Area K (+35%), and Area J (+27%).
- Income increases were historically higher between 2016 and 2021. While some of this growth may be attributed to an increase in couple households (i.e., households with a greater likelihood of a dual income), a considerable portion is likely due to COVID-19 relief payments (as noted above).

Figure 2-8 provides a summary of total rural RDCK before-tax incomes for owner and renter households.

Figure 2-8: Total and change in median before-tax household income by tenure, rural RDCK, 2021



Source: Statistics Canada Custom Census Tabulations (BC purchased)

- In 2021, the median household in rural RDCK earned \$71,435 before-tax, up from 23% in 2016.
- Generally, owner households earn more than renter households. In 2021, owner households earned a median before-tax household income of \$75,755, up 20% from 2016. Renter households earned approximately \$51,515, up 38% from 2016. Renters are often single people or roommate households and likely benefited more from COVID-19 payments than owner households. Thus, it is likely that COVID-19 relief payments contributed to the median income of renters increasing significantly more than owners over the last Census period.

2.4.2 Income categories

This report adopts methods used by UBC’s Housing Assessment Resource Tools (HART), which uses custom Statistics Canada Census tabulations to establish five household income categories that can help inform the share of the population most at risk of financial pressures related to housing. The categories are as follows:

- **Very low income:** 20% or less of area median household income (AMHI), generally equivalent to shelter allowance for income support recipients.
- **Low income:** 21-50% AMHI, generally equivalent to one full-time minimum wage job.
- **Moderate income:** 51-80% AMHI, generally equivalent to a starting salary, depending on the job and sector.
- **Median income:** 81-120% AMHI, representing the ‘middle class.’
- **High income:** More than 120% AMHI, the group with the greatest housing wealth

Table 2-3 summarizes the share of households that belong to each income category, and the approximate range of shelter costs that a household can afford. Note that the affordable shelter costs use Statistics Canada’s 30% shelter-cost-to-income ratio (i.e., affordability threshold), further adjusted to account for an assumed 25% of shelter costs being allocated to ancillary costs like insurance or utilities. In other words, the affordable shelter cost provided in the table represents only a rent or mortgage payment.

Table 2-3: Income category summary, 2021

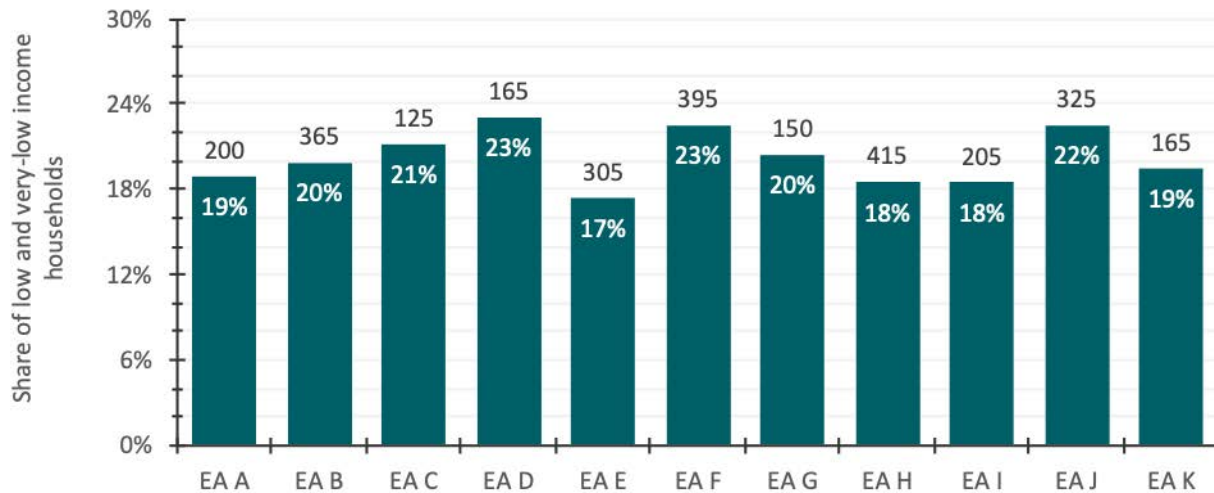
Income category	Annual household income	Affordable shelter cost	Estimated share of total households
Very low income	≤ \$14,300	< \$270	2%
Low income	\$14,301 to \$35,700	\$270 to \$670	18%
Moderate income	\$35,701 to \$57,150	\$670 to \$1,070	19%
Median income	\$57,151 to \$85,700	\$1,075 to \$1,605	22%
High income	\$85,701 +	\$1,605 +	39%

Source: UBC Housing Assessment Resource Tools (HART)

- In 2021, about 39% of rural households earned a “high income,” and could afford monthly mortgage payments or rent of \$1,605 and higher.
- About 20% of households earn a “very low income” or “low income,” totalling about 2,815 households. These households can afford at most monthly mortgage payments or rent of \$670. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

Figure 2-9 illustrates the proportion of low and very-low income households versus total households across the EAs, as well as the number of households within these income categories.

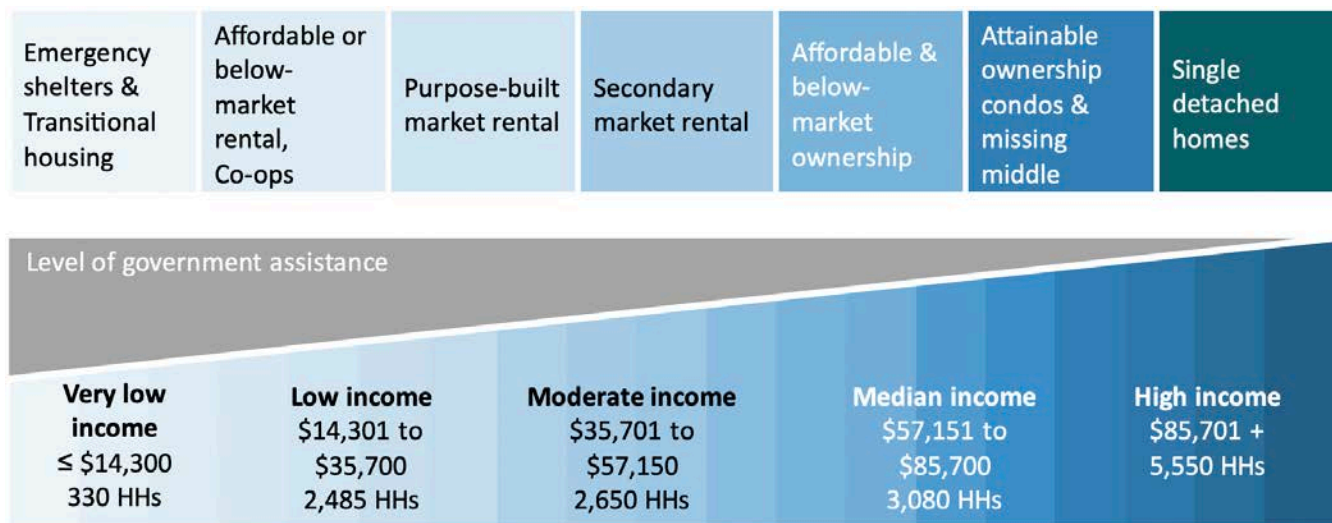
Figure 2-9: Total and share of low and very-low income households by electoral area



2.4.3 Income vs. Housing Continuum

Figure 2-10 illustrates a varied version of the housing continuum, originally created by the Canadian Mortgage and Housing Corporation (CMHC) and demonstrates how income categories and households within each category may align along this continuum.

Figure 2-10: Rough distribution of households on the housing continuum



It is challenging to determine the exact number of households that should occupy each type of housing given the specific circumstances of individual households are not known. However, this figure provides an estimate of the number of units needed to potentially accommodate the maximum number of households’ needs.

Around 2,815 local households with very low to low incomes (earning less than or equal to \$35,700), often single individuals, are at higher risk of needing emergency housing services due to sudden personal, physical, or financial changes. This is particularly true for those earning very low incomes (approximately 330 households).

While rent and mortgage costs have risen considerably in recent years, the income required to meet these market rates has not kept pace. As a result, an increasing number of moderate-income households are vulnerable to sudden cost changes and could benefit from non-market housing options, such as below-market rentals. If affordability challenges persist, a growing segment of the population may face financial strain and heightened vulnerability.

3. Housing Profile

The 2021 Census recorded 17,063 total dwellings across the RDCK EAs, of which 14,440 were occupied by a usual resident. A usual resident is an owner or renter that lives in their dwelling more than half of the year, which qualifies the dwelling as their primary place of residence. Conversely, a non-usual resident occupied dwelling could include a recreational property, short-term rental, or unoccupied dwelling.

Given these numbers, it is estimated that 15% of local dwellings may have been used for purposes other than permanent occupation.

Table 3-1 summarises the totals and distribution by structure type for the RDCK’s EAs.

Table 3-1: Dwellings occupied by usual residents by structural type and tenure, 2021

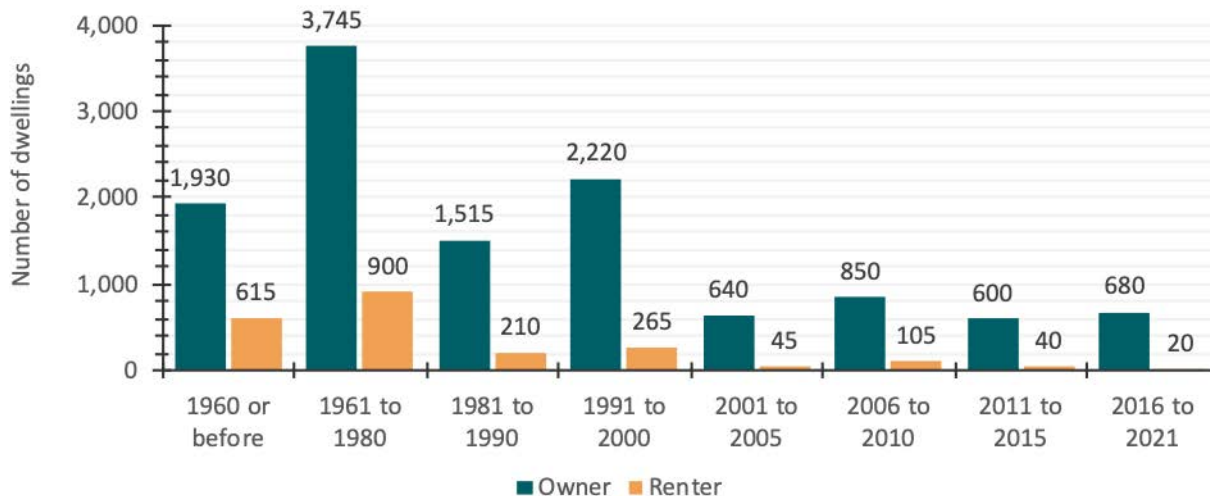
	Total	Single	Row	Semi	Duplex	Apt (<5 floors)	Apt (5+ floors)	Mobile
Total	14,440	12,745	35	65	155	150	0	1,215
Share	100%	88%	< 1%	< 1%	1%	1%	0%	8%
Owner	84%	86%	50%	18%	71%	62%	-	75%
Renter	16%	14%	50%	82%	29%	38%	-	25%

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Single-detached homes accounted for just under 90% of the EA housing supply (12,745 units) followed by mobile / movable homes at 8% (1,215 units). The percentages do not sum to 100% due to suppression or rounding among other categories.

Figure 3-1 shows the distribution of the current dwelling stock by its age of construction, disaggregated by tenure.

Figure 3-1: Dwellings occupied by usual residents by age of construction and tenure, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Approximately half of dwellings in the EAs were built before the 1980s, a trend consistent for both owner and renter occupied dwellings. About 29% of the inventory was built between 1981 and 2000, with the remainder (21%) built post 2000.

3.1 PROPERTY OWNERSHIP

The Census identified that approximately 15% of dwellings in the rural RDCK were reported as not being occupied by a usual resident in 2021, indicating that a notable portion of the housing inventory is used for alternative purpose. Figure 3-2 illustrates how this percentage varies across the EAs.

Figure 3-2: Share of non-usual resident occupied dwellings by electoral area, 2021



Source: Statistics Canada 2021 Census

- Broadly, rural communities generally fall around a 10% share of dwellings not being occupied by usual residents. In the case of the RDCK's EAs, the majority were at or below this percentage.
- Electoral Areas A and D demonstrated considerably higher rates of non-permanently occupied dwellings versus their rural counterparts – 34% and 31%, respectively.

While a useful number to quantify the relationship between permanently and non-permanently occupied dwellings, Statistics Canada does not offer much in terms of who owns these non-permanent dwellings. Despite the lack of detailed data, some initiatives from Statistics Canada – particularly the Canadian Housing Statistics Program – provide some insights. Figure 3-3 shows the percentage of dwellings owned by individuals or groups who do not reside in the property in 2022 (i.e., the share of investor-owned properties).

Key Definitions

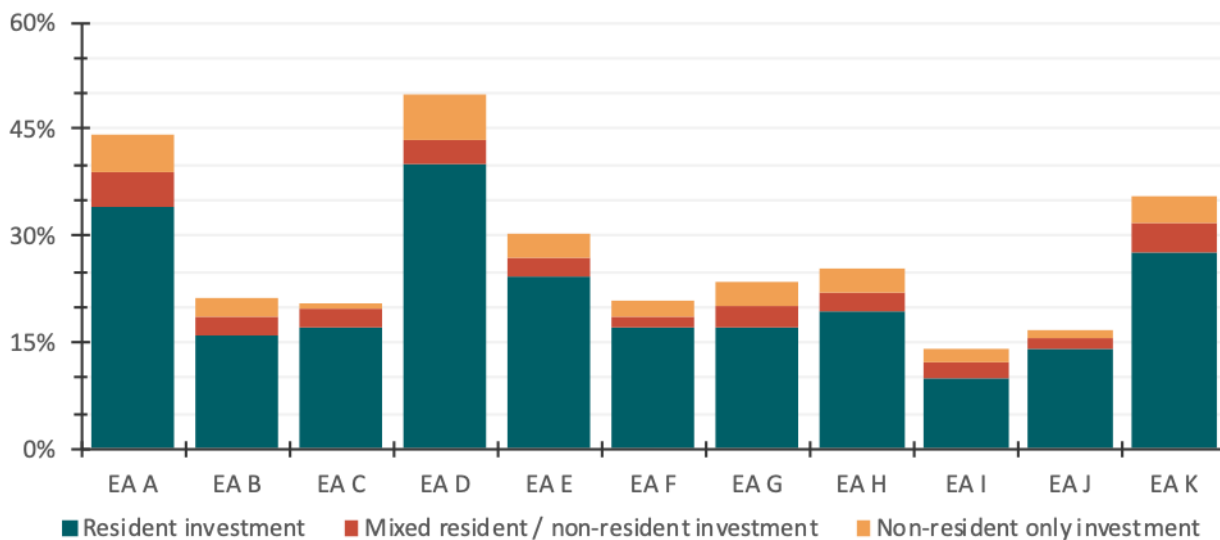
Investment property: A property owned by someone that is not identified as a primary place of residence by the owner.

Non-investment property: A property owned and occupied by the owner.

Resident: A person who lives in Canada as their primary country of residence.

Non-resident: A person who does not live in Canada as their primary country of residence.

Figure 3-3: Share of property investors by investor type and by community, 2022



Source: Canadian Housing Statistics Program

- While the exact share of long-term rental property owners is unclear, the elevated rates of investment relative to Census renter data suggest significant investment across the RDCK, particularly within the EAs. Such an investment could include properties being second homes or recreational / short-term rentals.
- Most local investment properties are owned by Canadian residents, but the proportion of non-resident or non-resident-affiliated investors varies. For example, 10% of properties in Area A and D are partially or wholly owned by non-residents, compared to approximately 3% in Area C and J.

3.2 RENTAL UNIVERSE

The rental universe includes a variety of different types of rental housing, most commonly categorized as either primary market, secondary market, or non-market rental housing.

CMHC’s Rental Market Survey provides detailed data on the primary rental market (i.e., purpose-built rentals with 3+ units). Unfortunately, CMHC only surveys communities with a population of larger than 10,000 people. Because the RDCK EAs do not meet the minimum community size requirements, there is limited available data specific to the EAs primary rental market.

Figure 3-2 summarizes the distribution of the electoral area rental stock based on housing types identified in the Census, including what may be considered secondary rental market apartments (i.e. rental units that are not in a purpose-built rental building). About 2,250 rural dwellings were renter-occupied in 2021.

Non-market rental units are not delineated in the Census but are covered more fully in section 3.5 of this report.

Key Definitions

Primary Market Rental: Purpose-built rental buildings with at least three rental units. These units are privately initiated, usually with the intention of being offered for rent at market rates.

Secondary Market Rental: All privately rented homes not categorized as primary market rentals. Can include: Rented detached homes, duplexes, semi-detached homes or row homes, rented freehold row/town homes, rented accessory apartments or suites, and rented condominiums.

Figure 3-2: Estimated overall rental universe by dwelling type, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

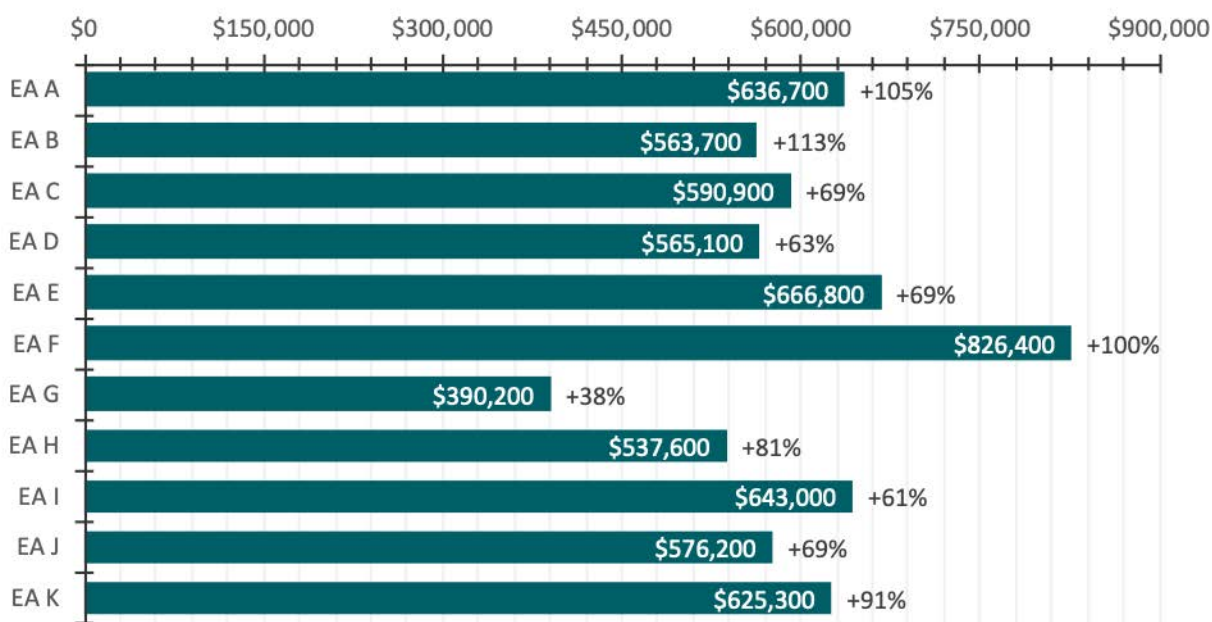
3.3 MARKET HOUSING

3.3.1 Home price trends

Market housing is housing that is privately owned by an individual (or a company) and generally does not receive subsidies to purchase or maintain it. Prices are set by the private market.

Figure 3-3 illustrates median home prices for each electoral area in 2022, with additional detail showing the change in dwelling prices between 2019 and 2022. The data is sourced and derived from BC Assessment’s historical revised rolls, which include market sales information up to and including 2022.

Figure 3-3: Median overall sale price and change (2019 to 2022) by electoral area, 2022



Source: derived from BC Assessment

- Across the RDCK EAs, house prices appreciated significantly between 2019 and 2022, with increases ranging from 38% to 105% depending on the EA. Of the 11 EAs, ten reported increases above 60% (approximately 20% annually).
- By 2022, the median home sale price in the EAs had reached \$609,700 – an increase of 81% since 2019.
- Historically, the increase in house prices from year to year was more gradual than between 2019 and 2022. For example, from 2016 to 2019 house prices appreciated on average 23% and from 2010 to 2016, house prices appreciated on average 13%.

3.3.2 Homeownership attainability

Figure 3-4 compares the median home price in the EAs to the estimated price different household types earning the median income could afford. An “affordable price” is set using a variety of mortgage assumptions (see below) and the median annual income of each household family type. The purpose is to highlight the impact of changing local incomes and prices on affordability.

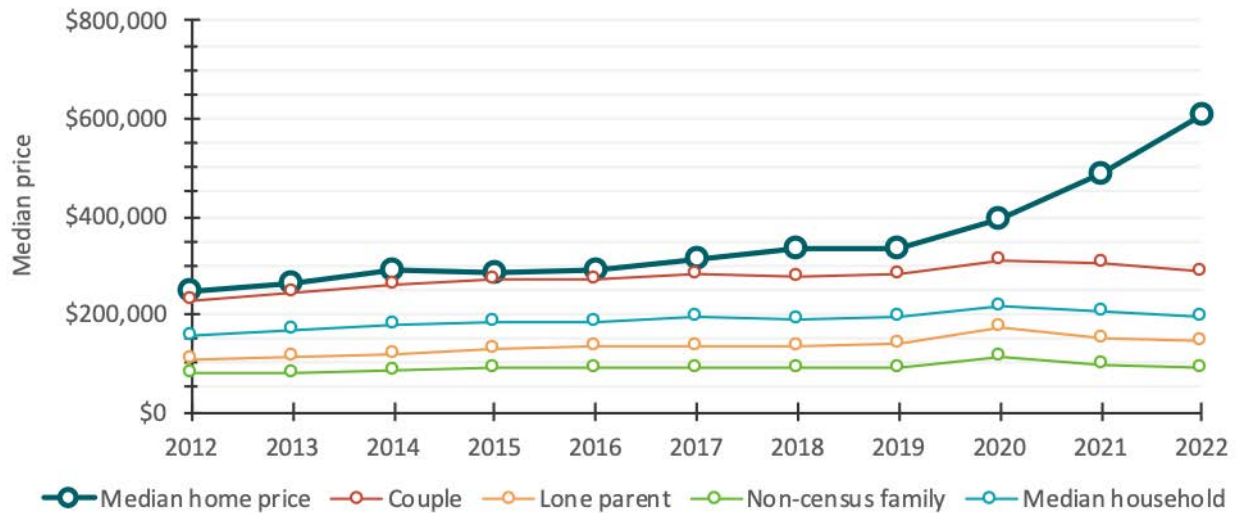
Assumptions

- Amortization period = 25 years
- Payment frequency = monthly
- Interest rate = prevailing (of a given year) average weekly rate for 5-year fixed mortgage
- Down payment = 10%
- CMHC insurance = 3.10%
- Income used for shelter expenses = 30%
- Ancillary shelter costs = 25%
- Direct shelter costs (for a mortgage payment or rent) = 1 – ancillary = 75%

Calculations

- Collect 2021 median before-tax household incomes by household type, income bracket ranges, and income category ranges, as well as total households by characteristic.
- Estimate an affordable monthly payment using affordability assumptions above (i.e., $\text{income} \times 30\% \times [1 - 25\%] = \text{monthly payment}$).
- Convert the affordable monthly payment to an affordable purchase price, based on mortgage and down payment assumptions.
- Collect the 2022 median purchase prices by dwelling type.
- Compare median purchase prices to household budgets. If budget is below, a household’s income cannot afford the purchase price.

Figure 3-4: Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, custom Statistics Canada dataset² and mortgage assumptions

- From 2012 to 2016, the median couple household was the only defined household type to be able afford to the median house price. Couple households were the most capable of accessing housing given the likelihood of having a dual income.
- Since 2016, the median price of a home has become increasingly out of reach for all median household types, with the largest widening occurring after 2019.
- Notably, the gap between the median house price and the affordable threshold for the median household was approximately \$105,900 in 2016. The gap widened to \$416,300 in 2022.
- Homeownership attainability data highlights the notable disparity between growth in prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Important note: The gap between the affordable purchase price and actual price reflects the median. There are individuals or households who face significantly greater and significantly less financial challenges related to their shelter. As of 2021, 15% of owner households across the EAs reported living in Core Housing Need (see section 4.1 for more details).

1.1.2 Rental market

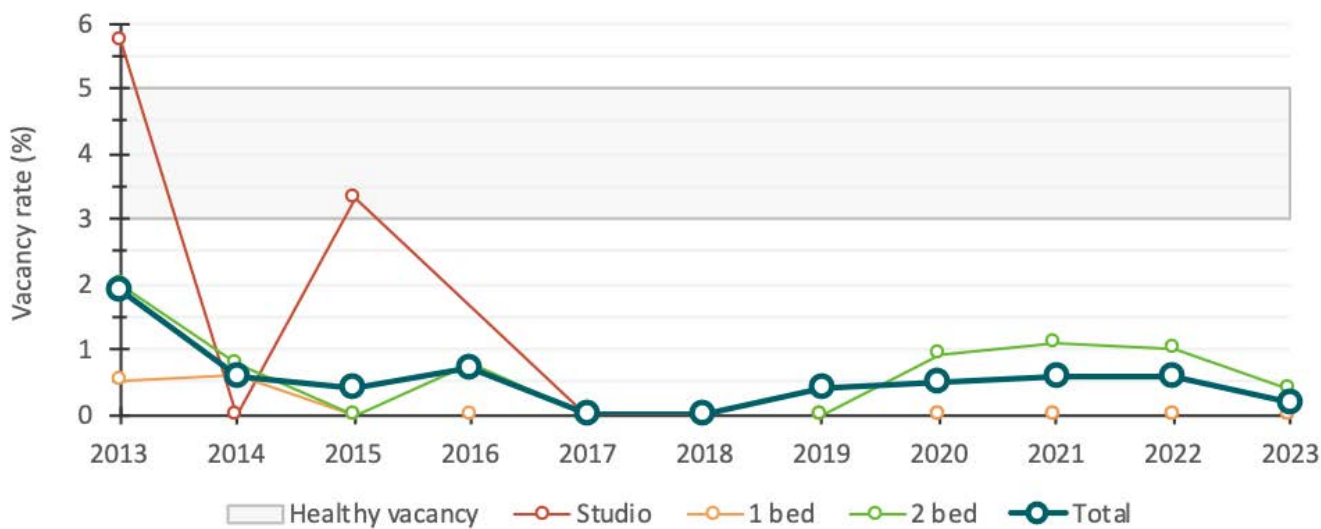
As previously noted, the RDCK’s EAs do not meet the requirements of CMHC’s Rental Market Survey. As a result, there is limited rental market data available for the EAs.

² Statistics Canada. Table 11-10-0012-01 Distribution of total income by census family type and age of older partner, parent or individual. DOI: <https://doi.org/10.25318/1110001201-eng>

CMHC does provide information for the City of Nelson. Figure 3-5 illustrates the change in Nelson vacancy rates as an example of the health of local rental markets. Since the beginning of reporting for Nelson in 2013, no annual vacancy rate was above 3%, signifying a deficit of local rental housing.

A “healthy” vacancy rate is generally considered to be between 3% and 5%. Low vacancy rates signify that rental options are scarce, expensive, and highly competitive. Landlords also have more leverage to increase prices if rental options are limited. While there is limited EA specific rental data, low vacancy rates in cities like Nelson impact adjacent communities since persons or households that cannot find housing in Nelson must look elsewhere for alternatives – including the EAs. This increases rural rental demand and overtime can contribute to deteriorating rental conditions and vacancy rates across the RDCK.

Figure 3-5: Annual vacancy rate for Nelson by dwelling size, as of October of each year



Source: CMHC Rental Market Survey

3.4 NON-MARKET HOUSING

Non-market housing encompasses all forms of housing not subject to market forces. This includes public or social housing, affordable housing offered by non-profit organizations, and transitional and emergency shelters, among others. Typically, rural communities do not offer considerable non-market housing options, largely attributed to limited geographic access to amenities and services often located in larger urban centres.

However, some non-market housing interventions do exist in the RDCK EAs. Table 3-2 provides an overview of the current, BC Housing affiliated non-market housing and program offerings across the RDCK’s electoral area communities, as reported by BC Housing in March 2024.

Table 3-2: Summary of BC Housing affiliated non-market housing and programs, all RDCK EAs, March 2024

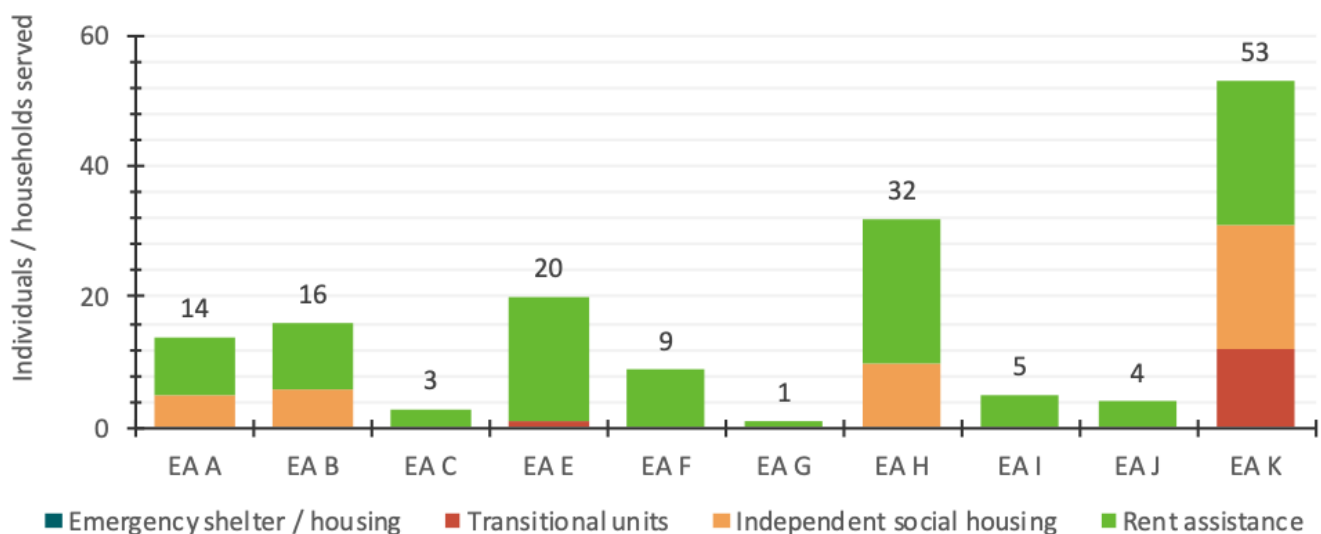
Category	Rural RDCK	RDCK
Emergency shelter and housing for the homeless	0	147
Transitional supported and assisted living	13	248
Independent social housing	40	539
Rent assistance in private market	104	389
Total	157	1,323

Source: BC Housing

- Across the EAs, 157 individuals or households receive a form of non-market housing intervention, representing approximately 12% of the total non-market interventions/options in the RDCK (up from 8% as of March 2023).
- There are 13 transitional supported / assisted living unit, 40 independent social housing units, and 104 households receiving rental assistance.
- Most of the non-market housing interventions are located in Area K, including transitional units, independent social housing units, and rental assistance.

Figure 3-6 illustrates how these offerings are distributed across different EAs.

Figure 3-6: Number of individuals / households serviced by BC Housing affiliated non-market units or programs, March 2024



Source: BC Housing

4. Housing Need

4.1 CORE HOUSING NEED

CMHC's Core Housing Need (CHN) metric measures three critical housing criteria and whether reasonable alternatives exist in the market. A household is in core housing need if its housing does not meet one or more of the following standards:

Adequate

Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.

Suitable

Housing is considered suitable when there are enough bedrooms for the size and make-up of resident households. This is according to National Occupancy Standard (NOS) requirements.

Affordable

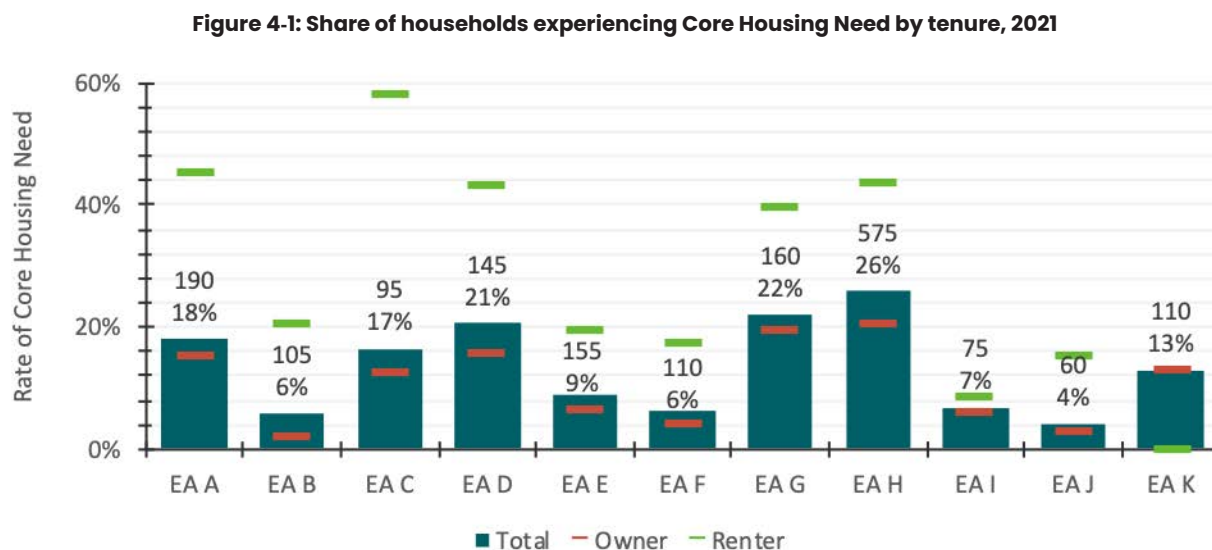
An affordable home costs less than 30% of the occupying household's before-tax household income.

- Acceptable housing is adequate in condition, suitable in size, and affordable. An added metric is "Extreme Core Housing Need (ECHN)," which refers to a household paying more than 50% of their income on shelter costs.

Historically, unaffordability has contributed the most to rates of CHN. However, a household in an unaffordable home does not necessarily mean they are experiencing CHN. CHN also considers whether affordable alternatives exist. In other words, CHN accounts for and does not include households living in an unaffordable home by choice (e.g., buying a home that is expensive now, but may be affordable later as the household income grows.)

4.2 HOUSING NEED BY TENURE

Figure 4-1 illustrates rates of Core Housing Need (CHN) in the RDCK’s EAs. The chart shows the total and share of overall households in CHN, as well as owner and renter household CHN.



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- In 2021, approximately 18% of EA households lived in Core Housing Need (approximately 1,780 households).
- The rate of CHN for owner households was 15%, compared to 35% for renter households. Renter households generally face higher instances of CHN. This is largely related to a higher number of single income earners living in rental households.
- There is a vast range of CHN rates across the EAs, from as low as 4% in Area J to as high as 26% in Area H.

4.3 ENERGY POVERTY

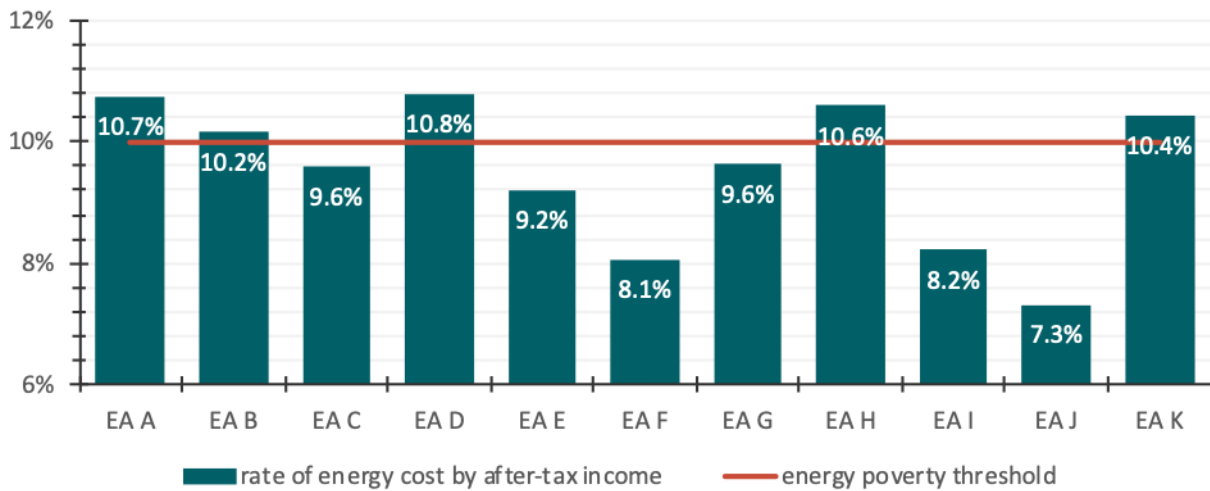
There are several expenses that contribute to the overall cost of housing. While these costs have always been a critical factor in determining a home’s affordability, recent years of high inflation have brought household expenses to the forefront – namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households into “energy poverty.”

According to the Canadian Urban Sustainability Practitioners (CUSP), energy poverty refers to the experience of households or communities that struggle to heat and cool their homes and power their lights and appliances. Canadian academics have developed three key thresholds to define a disproportionate energy cost burden relative to a household’s average after-tax income. A home is considered in energy poverty if it meets any of the following criteria:

- Spending more than 6% of after-tax income on utilities,
- spending more than 4% of after-tax income on fuel used for transportation, and
- spending more than 10% of after-tax income for the combined of (1) and (2).

Figure 4-2 illustrates the estimated rates of energy costs relative to average after-tax for each of the RDCK's EAs. Rates are inclusive of both energy and gasoline costs and are compared to the energy poverty threshold of 10%.

Figure 4-2: Local rates of energy costs by average after-tax income vs energy poverty threshold, 2023

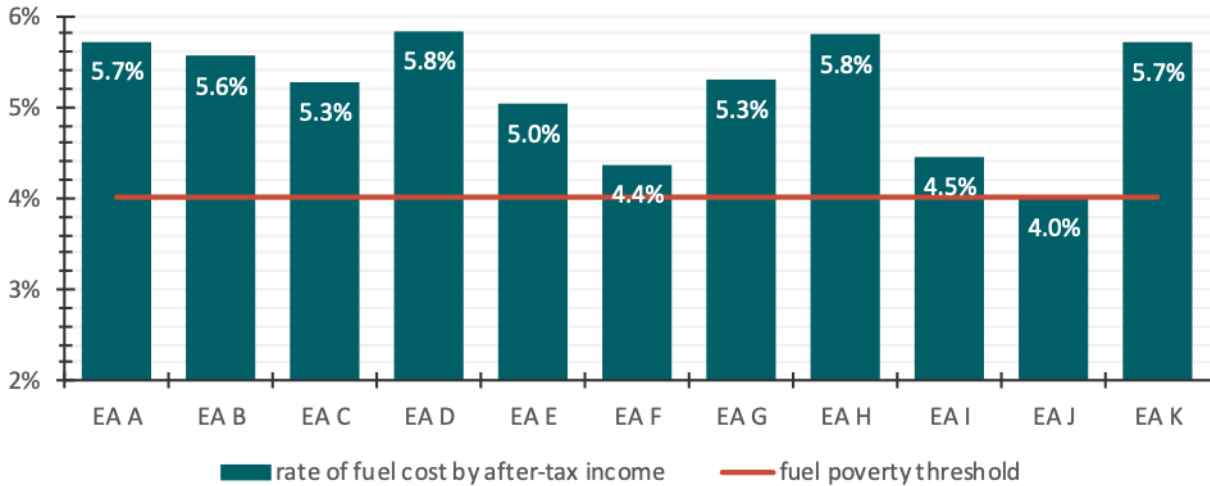


Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- Although households across all EAs experience challenges with utility and vehicle expenses, five of the 11 areas report that their average household faces significant financial strain related to energy costs. This means about half of households in these areas cannot reasonably afford their energy expenses, as defined by the CUSP thresholds.
- The EAs experiencing the highest rates of energy poverty are those with the lowest median before-tax household incomes (A, B, D, G, H, K).

Figure 4-3 provides the same illustration but compares vehicle fuel cost rates to the 4% fuel poverty threshold. Estimates are produced using Statistics Canada’s 2019 Household Spending Survey data, adjusted by inflation and estimated locally based on distributions of dwelling structure types.

Figure 4-3: Local rates of fuel costs by average after-tax income vs fuel poverty threshold, 2023



Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- All EA estimates indicate that the average household paid at least 4% of their after-tax income on vehicle fuel expenses (the fuel poverty threshold).
- When vehicle fuel is separated out from utilities, it is evident that the majority of households in the EAs struggle to afford fuel costs. This is related to the vast geographies that many residents must regularly travel.

5. Anticipated Housing Demand

5.1 DEMAND BY COMPONENT

In June 2024, the Province of BC released a standardized HNR demand calculation methodology. The HNR method estimates the total number of housing units required to address a community’s current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources, that can be applied to communities of various scales. It is composed six components (labeled A through F in Table 5-1). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

It is important to note that the HNR demand calculation methodology does not consider the unique challenges to development in rural RDCK, such as servicing limitations/constraints, high construction costs, the availability of trades, and planning staff capacity, among other factors. Coordinated growth management planning with neighboring municipalities, funding support from senior levels of government, and creative solutions to densification will all be required to support the EAs in meeting anticipated demand.

Table 5-1 provides a summary of the result for each component of the HNR Method for the EAs over the next 5 and 20 years, as required by legislation.

Table 5-1: Anticipated housing demand by anticipated period and component, RDCK Electoral Areas

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.	95	382
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.	108	216
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment.	353	1,410
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for municipalities is based on the average of local and regional projections (thus, population / household growth trends discussed above may not follow the same trajectory as dwelling projections) and electoral areas use solely regional projections.	2,034	5,138

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates. If a local vacancy rate does not exist for the calculation, the provincial vacancy rate is applied instead.	9	38
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand factor is based on a ratio of housing price to housing density, and is calculated for each applicable community.	0	0
TOTAL:			2,600	7,184

Source: HNR demand calculation methodology (link) Note: The sum of the individual EAs does not equate to the total due to rounding

HNR Method Considerations

The HNR method prescribed by the BC Government is a standardized demand calculation methodology to ensure that all local governments produce consistent and comparable assessments of their housing need. This methodology works better for some areas than others. For municipalities and EAs with a small population base, the methodology is likely to result in an overestimate of demand. No projections are perfect, which is why the provincial legislation requires that municipalities repeat them every five years (as new information and data becomes available) as part of the HNR updates. The purpose of these projections is to serve as a target for municipalities to consider when assessing their zoning capacity to prepare for potential housing demand.

While it is required by legislation to report both the 5- and 20-year demand, the BC government is more interested in the 20-year projection. The short-term projection was a focus of the previous iteration of the HNR legislation which has since been revised to encourage communities to align housing projections with long term planning policies and tools (e.g., official community plans, zoning bylaws).

- The results indicate that the EAs may need to build 2,600 units by 2026 and 7,184 units by 2041. While much of the demand will come from future growth, the number of suppressed households since 2006 also contributes significantly.
- Components A, B, C, and E attempt to catalog unmet “current” demand, and thus serve as an estimate of the existing shortage (without considering any changes since 2021, which is the reference year).

Table 5-2 displays the anticipated housing demand for each EA. A detailed breakdown by component for each EA is included in Appendix B – Interim Housing Needs Report Requirements (Electoral Areas A-K).

Table 5-2: Anticipated housing demand by anticipated period and electoral area

Geography	5 year (by 2026)	20 year (by 2041)
Electoral Area A	191	527
Electoral Area B	336	903
Electoral Area C	106	282
Electoral Area D	132	371
Electoral Area E	314	858
Electoral Area F	330	927
Electoral Area G	149	431
Electoral Area H	433	1,223
Electoral Area I	206	571
Electoral Area J	247	663
Electoral Area K	155	427
Total	2,600	7,184

5.2 DISTRIBUTION OF ANTICIPATED DEMAND

An adaptation of the HNR Method provides a rough idea of current market and non-market housing demand and what the EAs can expect over the 20-year projection period. HNR Method guidelines do not prescribe how to perform this analysis, which could allow for more community level discretion.

Table 5-3 summarizes the results of applying the dwelling size distributions discussed in the **2024 Regional District of Central Kootenay Housing Needs Report** to project demand in the EAs. The outcome of this analysis

is a table outlining anticipated demand, disaggregated by the number of bedrooms and intended market / price model. Note that non-market housing has been further separated into “affordable / below-market” housing (i.e., housing explicitly offered at prices below market, like the 80% of Median Market Rent criteria described by CMHC funding opportunities or rent-geared to income housing) and “deeply affordable” housing (i.e., rents offered at the shelter rate of income assistance, often combined with support services).

To distinguish what portion of the community might benefit from non-market housing, HART’s income categories and how they overlap across the housing continuum are considered. Briefly, we apply the historical proportions of households earning “very low”, “low”, and a portion of “moderate” incomes to demand totals. The demand for deeply affordable and below-market units is a function of these respective income categories.

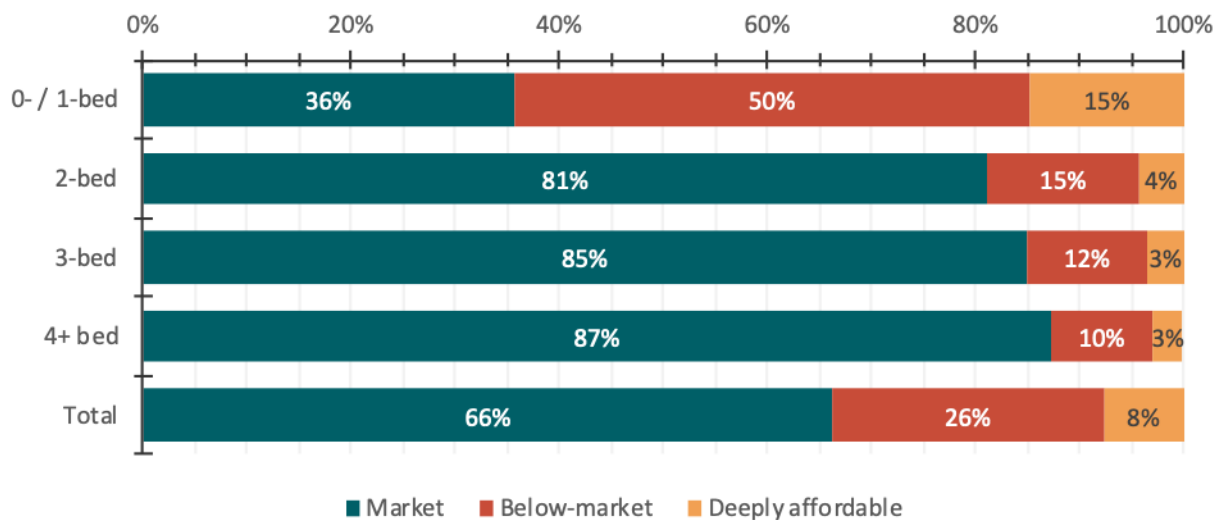
Table 5-3: Anticipated demand* disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	341	939	478	1,306	150	389	969	2,634
2-bed	556	1,513	94	271	30	81	679	1,865
3-bed	472	1,287	56	176	18	53	546	1,516
4+ bed	356	1,020	36	114	11	34	404	1,169
Total	1,725	4,758	664	1,867	209	557	2,600	7,184

* Totals may not equal the sum of their parts due to rounding

Figure 9-4 illustrates the distributions of the above price models by the number of bedrooms to show what dwelling sizes are best targeted by market or non-market interventions.

Figure 9-4: Distribution of price model demand by number of bedrooms, 2041



- The 5- and 20-year demand projections suggest a need for 2,600 and 7,184 units, respectively.
- Market housing should remain the primary contributor to the local inventory, though there is a clear need for non-market interventions. By 2041, the EAs may need a total of 1,867 affordable / below-market offerings and 557 additional deeply affordable units.
- As suggested by the calculated shares of units by number of bedrooms, market housing demand will likely focus more on 2- and 3-bedroom units; whereas, non-market solutions may distribute more to 0- and 1-bedroom dwellings.

6. Bill 44 Recommendations and Considerations

Bill 44 – Housing Statutes (Residential Development) Amendment Act includes a suite of legislative changes to the local government land use planning framework aimed at providing additional housing in British Columbia communities. As previously noted, all local and regional governments are now required to use a standardized projection method to understand housing needs over the next 5 and 20 years. The new legislation mandates that local governments update Official Community Plans (OCPs) and zoning bylaws to permit the total anticipated housing demand over at least the next 20 years, as identified by the HNR method.

Bill 44 also includes legislative amendments that require local government bylaws to allow for small-scale, multi-unit housing (SSMUH). SSMUH describes a range of housing units that can provide attainable housing for middle-income families, including secondary suites in single family dwellings, detached accessory dwelling units, triplexes, townhomes, and house-plexes. Local and regional governments were required to update their zoning bylaws by June 30, 2024, to accommodate SSMUH.

Although EAs are not required to update their OCPs and zoning bylaws to permit the total anticipated housing demand over at least the next 20 years, the RDCK is updating its OCPs to ensure the SSMUH zoning changes will be consistent with all relevant OCP policies, prior to December 31, 2025. The consulting team has provided some recommendations and considerations for encouraging SSMUH development across the rural RDCK. The RDCK is already supporting many of these recommendations and should continue to monitor progress moving forward.

These recommendations mirror or align with broader recommendations in the RDCK Regional Summary Report.

Develop and Implement a Regional Growth Strategy

A regional growth strategy is a framework developed by a Regional District and its member municipalities for identifying and monitoring shared social, economic, and environmental objectives. Its purpose is to promote human settlement that is socially, economically, and environmentally healthy and that makes efficient use of public facilities and services, land and other resources. A regional growth strategy expresses how communities will work together to enhance regional quality of life and social well-being. Regional growth strategies must also include policies, actions, and targets for the reduction of greenhouse gas emissions and often include housing development targets and monitoring. The objectives of the strategy provide guidance to the member municipalities, EAs and the Regional District in the development of local OCPs and other bylaws.

A regional growth strategy can support SSMUH development and densification more broadly, as it can help avoid urban sprawl and ensure development takes place where adequate facilities exist or can be provided in a timely, economic, and efficient manner. It can also help to assess and develop adequate inventories of suitable land and resources for future settlement, identifying potential opportunities for SSMUH development. Additionally, opportunities to co-develop and expand infrastructure in fringe areas – often located at the edges of urban centres but under regional district jurisdiction – with municipalities may also arise through the development of a regional growth strategy. Overall, growth management planning or a regional growth strategy covering the entire region can help to ensure efficient expansion of servicing and infrastructure in line with long-term community development goals.

Encourage Densification in Serviced Areas

Servicing and infrastructure maintenance are a consistent challenge in rural areas that can result in increasing costs for existing properties and more expensive development conditions. Life-cycle costs of infrastructure and servicing are significantly more cost-efficient when growth occurs in existing neighbourhoods, and within urban containment boundaries, compared to sprawl. Engagement respondents expressed that it is critical that new growth and settlement is sited in well-serviced areas whenever possible. Opportunities to densify through secondary suites and accessory dwelling units should be encouraged.

7. Conclusion

The rural RDCK housing landscape is evolving, driven by a notable increase in both population and households from 2016 to 2021. This growth trend is anticipated to continue through the next two decades, leading to a sustained rise in housing demand.

Population expansion has coincided with housing price increases. The median home price rose 81% between 2019 and 2022, reaching \$609,700. This has exacerbated housing affordability challenges overall and increased strain on the rural rental market. Residents looking for rental units will continue to be challenged by low rental vacancy due in large part to a low rental supply.

In 2021, approximately 18% of EA households were in Core Housing Need, which is most often influenced by rates of unaffordability. High rates of unaffordability in the region can be attributed to slowly growing incomes relative to increasing housing costs. Meeting the demand for affordable housing options in the region is crucial. Estimates suggest that about 2,424 subsidized units could be required over the next 20 years to meet the needs of those most vulnerable. Overall, the rural RDCK may require an additional 7,184 housing units by 2041 to mitigate existing and future market imbalances.

Since the last HNR, several regional planning efforts have been completed or are currently in progress to better understand and address housing needs in the RDCK. In 2023, the RDCK finalized a Housing Action Plan (HAP), which outlines key actions the Regional District, in collaboration with its member municipalities, can take to support residents facing housing challenges. Since the plan's adoption, the RDCK has been working to implement the identified actions, including a Local Community Needs Project as part of the Complete Communities Program and a Housing Development and Costing Study. These initiatives will help guide growth management planning in both the municipal and rural areas of the RDCK, while also identifying opportunities for sustainable housing development.

The data presented here is intended to support and supplement the important work already being undertaken by the RDCK and its partners. Though it will be challenging, the RDCK, with support from municipal, non-profit and private partners, and senior levels of government, is more than capable of addressing the housing needs outlined in this report.



Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

Electoral Area Summary

APPENDIX A: DEFINITIONS

Definitions

“bedrooms” refer to rooms in a private dwelling that are designed mainly for sleeping purposes even if they are now used for other purposes, such as guest rooms and television rooms. Also included are rooms used as bedrooms now, even if they were not originally built as bedrooms, such as bedrooms in a finished basement. Bedrooms exclude rooms designed for another use during the day such as dining rooms and living rooms even if they may be used for sleeping purposes at night. By definition, one-room private dwellings such as bachelor or studio apartments have zero bedrooms;

“census” means a census of population undertaken under the Statistics Act (Canada);

“census family” is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex;

“components of demographic growth” refers to any of the classes of events generating population movement variations. Births, deaths, migration, marriages, divorces, and new widowhoods are the components responsible for the variations since they alter either the total population or the age, sex, and marital status distribution of the population:

“emigrant” refers to a Canadian citizen or immigrant who has left Canada to establish a permanent residence in another country.

“immigrant” refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities;

“interprovincial migration” refers to movement from one province or territory to another involving a permanent change in residence. A person who takes up residence in another province or territory is an out-migrant with reference to the province or territory of origin and an in-migrant with reference to the province or territory of destination;

“intraprovincial migration” refers to movement from one region to another within the same province or territory involving a permanent change of residence. A person who takes up residence in another region is an out-migrant with reference to the region of origin and an in-migrant with reference to the region of destination;

“non-permanent residents” refers to persons who are lawfully in Canada on a temporary basis under the authority of a temporary resident permit, along with members of their family living with them. Non-permanent residents include foreign workers, foreign students, the humanitarian population and other temporary residents;

“core housing need” is when housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards;

“adequate housing” means that, according to the residents within the dwelling, no major repairs are required for proper use and enjoyment of said dwelling;

“affordable housing” means that household shelter costs equate to less than 30% of total before-tax household income;

“suitable housing” means that a dwelling has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements;

“dwelling” is defined as a set of living quarters. Two types of dwelling are identified in the Census, collective dwellings and private dwellings. The former pertains to dwellings which are institutional, communal or commercial in nature. The latter, Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons;

“private dwelling occupied by usual residents” refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

“private dwelling not occupied by usual residents” refers to a private dwelling which is not considered the primary place of residence of a household over a calendar year.

“dwelling type” means the structural characteristics or dwelling configuration of a housing unit, such as, but not limited to, the housing unit being a single-detached house, a semi-detached house, a row house, an apartment in a duplex or in a building that has a certain number of storeys, or a mobile home;

“single-detached house” means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house;

“semi-detached house” means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides;

“row house” means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses;

“duplex” (also known as apartment or flat in a duplex) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings;

“apartment in a building that has five or more storeys” means a dwelling unit in a high-rise apartment building which has five or more storeys;

“apartment in a building that has fewer than five storeys” means a dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys;

“mobile home” means a single dwelling, designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation pad and may be covered by a skirt;

“extreme core housing need” has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

“household” refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad;

“owner household” refers to a private household where some member of the household owns the dwelling, even if it is still being paid for;

“renter household” refers to private households where no member of the household owns their dwelling. The dwelling is considered to be rented even if no cash rent is paid;

“household maintainer” refers to whether or not a person residing in the household is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. In the case of a household where two or more people are listed as household maintainers, the first person listed is chosen as the primary household maintainer;

“household size” refers to the number of persons in a private household;

“household type” refers to the differentiation of households on the basis of whether they are census family households or non-census-family households. Census family households are those that contain at least one census family;

“migrant” refers to a person who has moved from their place of residence, of which the origin is different than the destination community they reported in. Conversely, a non-migrant is a person who has moved within the same community;

“mobility status, one year” refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier;

“primary rental market” means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

“Rental Market Survey” refers the collection of data samples from all urban areas with populations greater than 10,000 and targets only private apartments with at least three rental units. Among the information provided are median rental prices for units within the primary rental market;

“secondary rental market” means a market for rental housing units that were not purpose-built as rental housing;

“shelter cost” refers to the average or median monthly total of all shelter expenses paid by households that own or rent their dwelling. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services;

“subsidized housing” refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances;

“tenure” refers to whether the household owns or rents their private dwelling. The private dwelling may be situated on rented or leased land or be part of a condominium. A household is considered to own their dwelling if some member of the household owns the dwelling even if it is not fully paid for, for example if there is a mortgage or some other claim on it. A household is considered to rent their dwelling if no member of the household owns the dwelling;

“vacancy” means a unit that, at the time of the CMHC Rental Market Survey, it is physically unoccupied and available for immediate rental.



Regional District of Central Kootenay

HOUSING NEEDS REPORT UPDATE

Electoral Area Summary

APPENDIX B: INTERIM HOUSING NEEDS REPORT REQUIREMENTS (ELECTORAL AREAS A-K)



Regional District of Central Kootenay

Electoral Area A (Wynndel/East Shore-Kootenay Lake)

Interim Housing Needs Report Requirements



Electoral Area A (Wynndel/East Shore-Kootenay Lake) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	191	527
Total demand from current year (2024)	209	501

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	7	26
B	Individuals experiencing homelessness	7	15
C	Suppressed households	26	102
D	Anticipated household growth	151	383
E	Increasing the rental vacancy rate to 3%	0	2
F	A local demand buffer	0	0
TOTAL		191	527

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

Current residential development patterns within the RDCK are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. Presently, the Regional District lacks public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways.

With limited funding models to support transportation infrastructure across the rural RDCK, even in areas where new housing developments are planned, the scope of transportation service options for future expansion remains constrained. The RDCK recognizes the critical role that active transportation plays in connecting

communities and supporting broader social determinants of health, particularly in relation to housing. Given these considerations, the RDCK acknowledges the opportunity to further explore options for developing transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the EAs.

LOOKING BACK (HOUSING ACTIONS COMPLETED SINCE THE LAST HNR)

General Housing Actions	
Date	Description of Action or Policy
July 2022	The RDCK completed the Housing Action Plan in April 2023. Since it’s completion, the Regional District has been working to implement actions identified in the plan.
February 2024	<p>The RDCK Board passed a resolution to authorize a “Housing Development and Costing Study” to address the region’s pressing need for non-market housing.</p> <p>This study aims to assess available land and resources within the RDCK that could support the development of affordable housing options to enhance community well-being and stability.</p> <p>The resolution directs RDCK staff to prepare a detailed cost assessment and analysis, identifying potential sites for acquisition, conversion, or disposal for housing purposes. This project is in its initial stages and will form the foundation for future efforts to expand non-market housing within the RDCK, including across the EAs.</p>
April 2024	<p>The RDCK received \$300,000 in grant funding from the Union of BC Municipalities Complete Communities program to support regional growth management planning.</p> <p>In partnership with the City of Nelson, the City of Castlegar, the Town of Creston, and the Villages of Salmo, Nakusp, Kaslo, and Slocan, the RDCK will engage a consultant to carry out this project. The project is currently in Phase 1 – Preparation. This initiative will help to establish a comprehensive framework to guide sustainable growth across the region, including the EAs.</p>
Ongoing	Continued exploration/pursuit of recommendations outlined in the Housing Action Plan (2023).

Zoning Amendments

November 2023 – July 2024	Bylaws were amended to ensure compliance with Bill 44, “Housing Statutes (Residential Development” Amendment Act. Bill 44 required all local governments to update their zoning regulations to permit small-scale multi-unit housing (SSMUH) by June 30, 2024.
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Regional District of Central Kootenay

Electoral Area B (Rural Creston)

Interim Housing Needs Report Requirements



Electoral Area B (Rural Creston) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	336	903
Total demand from current year (2024)	375	860

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	11	43
B	Individuals experiencing homelessness	16	32
C	Suppressed households	30	120
D	Anticipated household growth	278	703
E	Increasing the rental vacancy rate to 3%	1	6
F	A local demand buffer	0	0
TOTAL		336	903

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

Current residential development patterns within the RDCK are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. Presently, the Regional District lacks public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways.

With limited funding models to support transportation infrastructure across the rural RDCK, even in areas where new housing developments are planned, the scope of transportation service options for future expansion remains constrained. The RDCK recognizes the critical role that active transportation plays in connecting communities and supporting broader social determinants of health, particularly in relation to housing. Given

these considerations, the RDCK acknowledges the opportunity to further explore options for developing transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the EAs.

LOOKING BACK (HOUSING ACTIONS COMPLETED SINCE THE LAST HNR)

General Housing Actions	
Date	Description of Action or Policy
July 2022	The RDCK completed the Housing Action Plan in April 2023. Since it's completion, the Regional District has been working to implement actions identified in the plan.
February 2024	<p>The RDCK Board passed a resolution, authorizing a "Housing Development and Costing Study" to address the region's pressing need for non-market housing.</p> <p>This study aims to assess available land and resources within the RDCK that could support the development of affordable housing options to enhance community well-being and stability.</p> <p>The resolution directs RDCK staff to prepare a detailed cost assessment and analysis, identifying potential sites for acquisition, conversion, or disposal for housing purposes. This project is in its initial stages and will form the foundation for future efforts to expand non-market housing within the RDCK.</p>
April 2024	<p>The RDCK received \$300,000 in grant funding from the UBCM Complete Communities program to support regional growth management planning.</p> <p>In partnership with the City of Nelson, the City of Castlegar, the Town of Creston, and the Villages of Salmo, Nakusp, Kaslo, and Slocan, the RDCK will engage a consultant to carry out this project. Currently in Phase 1 – preparation, this initiative will help establish a comprehensive framework to guide sustainable growth across the region.</p>
Ongoing	Continued exploration/pursuit of recommendations in the Housing Action Plan (2023)

Zoning Amendments	
November 2023 – July 2024	Bylaws were amended to ensure compliance with Bill 44, "Housing Statutes (Residential Development" Amendment Act. Bill 44 required all local governments to update their zoning regulations to permit small-scale multi-unit housing (SSMUH) by June 30, 2024.



Regional District of Central Kootenay

Electoral Area C (West Creston)

Interim Housing Needs Report Requirements



Electoral Area C (West Creston) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	106	282
Total demand from current year (2024)	130	280

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	2	9
B	Individuals experiencing homelessness	5	10
C	Suppressed households	9	37
D	Anticipated household growth	89	226
E	Increasing the rental vacancy rate to 3%	0	1
F	A local demand buffer	0	0
TOTAL		106	282

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

Current residential development patterns within the RDCK are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. Presently, the Regional District lacks public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways.

With limited funding models to support transportation infrastructure across the rural RDCK, even in areas where new housing developments are planned, the scope of transportation service options for future expansion remains constrained. The RDCK recognizes the critical role that active transportation plays in connecting communities and supporting broader social determinants of health, particularly in relation to housing. Given

these considerations, the RDCK acknowledges the opportunity to further explore options for developing transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the EAs.

LOOKING BACK (HOUSING ACTIONS COMPLETED SINCE THE LAST HNR)

General Housing Actions	
Date	Description of Action or Policy
July 2022	The RDCK completed the Housing Action Plan in April 2023. Since it's completion, the Regional District has been working to implement actions identified in the plan.
February 2024	<p>The RDCK Board passed a resolution, authorizing a "Housing Development and Costing Study" to address the region's pressing need for non-market housing.</p> <p>This study aims to assess available land and resources within the RDCK that could support the development of affordable housing options to enhance community well-being and stability.</p> <p>The resolution directs RDCK staff to prepare a detailed cost assessment and analysis, identifying potential sites for acquisition, conversion, or disposal for housing purposes. This project is in its initial stages and will form the foundation for future efforts to expand non-market housing within the RDCK.</p>
April 2024	<p>The RDCK received \$300,000 in grant funding from the UBCM Complete Communities program to support regional growth management planning.</p> <p>In partnership with the City of Nelson, the City of Castlegar, the Town of Creston, and the Villages of Salmo, Nakusp, Kaslo, and Slocan, the RDCK will engage a consultant to carry out this project. Currently in Phase 1 – preparation, this initiative will help establish a comprehensive framework to guide sustainable growth across the region.</p>
Ongoing	Continued exploration/pursuit of recommendations in the Housing Action Plan (2023)

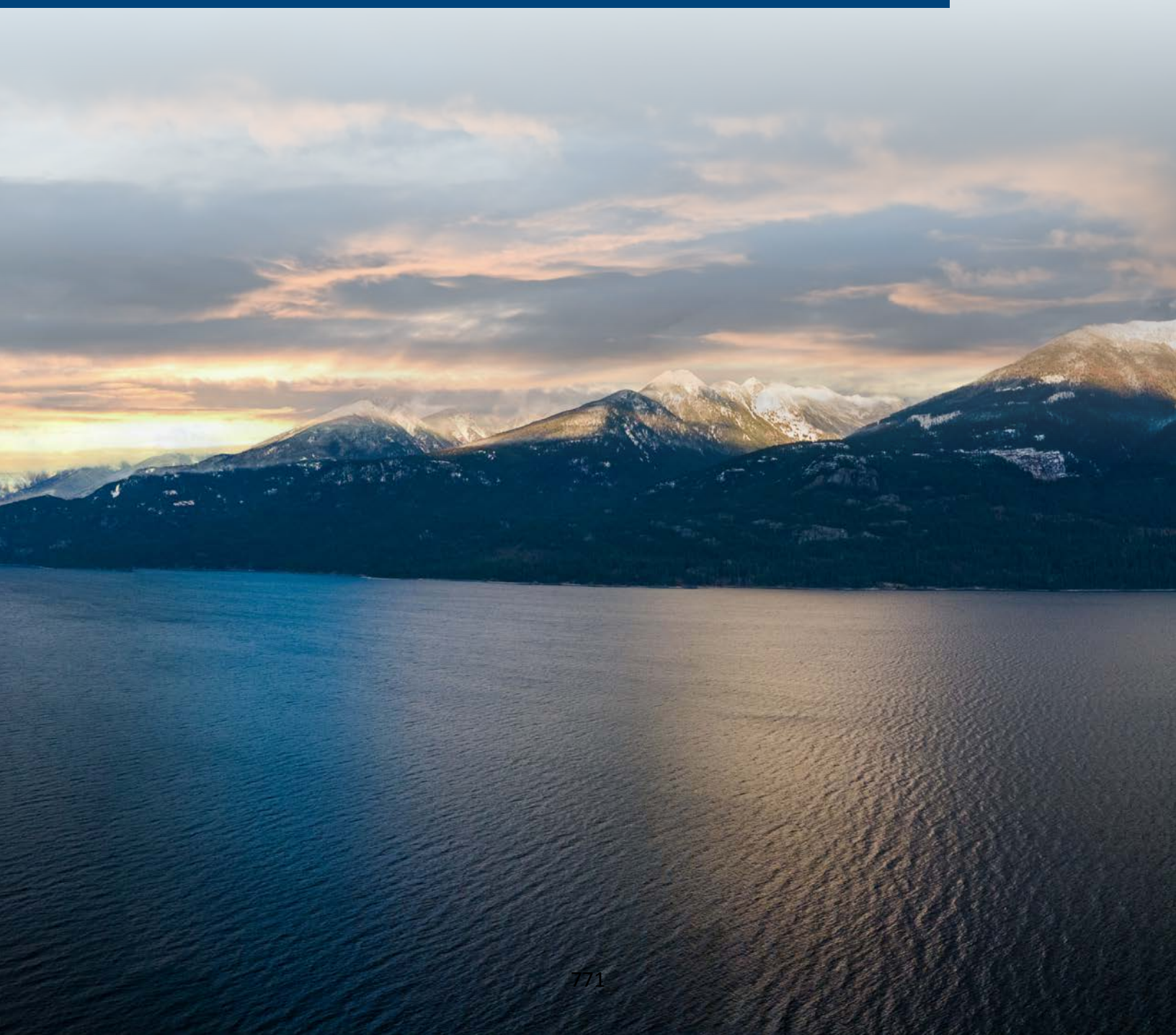
Zoning Amendments	
November 2023 – July 2024	Bylaws were amended to ensure compliance with Bill 44, "Housing Statutes (Residential Development" Amendment Act. Bill 44 required all local governments to update their zoning regulations to permit small-scale multi-unit housing (SSMUH) by June 30, 2024.



Regional District of Central Kootenay

Electoral Area D (North Kootenay Lake)

Interim Housing Needs Report Requirements



Electoral Area D (North Kootenay Lake) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	132	371
Total demand from current year (2024)	188	397

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	2	9
B	Individuals experiencing homelessness	5	10
C	Suppressed households	25	99
D	Anticipated household growth	101	254
E	Increasing the rental vacancy rate to 3%	1	2
F	A local demand buffer	0	0
TOTAL		132	371

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

Current residential development patterns within the RDCK are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. Presently, the Regional District lacks public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways.

With limited funding models to support transportation infrastructure across the rural RDCK, even in areas where new housing developments are planned, the scope of transportation service options for future expansion remains constrained. The RDCK recognizes the critical role that active transportation plays in connecting

communities and supporting broader social determinants of health, particularly in relation to housing. Given these considerations, the RDCK acknowledges the opportunity to further explore options for developing transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the EAs.

LOOKING BACK (HOUSING ACTIONS COMPLETED SINCE THE LAST HNR)

General Housing Actions	
Date	Description of Action or Policy
July 2022	The RDCK completed the Housing Action Plan in April 2023. Since its completion, the Regional District has been working to implement actions identified in the plan.
February 2024	<p>The RDCK Board passed a resolution, authorizing a “Housing Development and Costing Study” to address the region’s pressing need for non-market housing.</p> <p>This study aims to assess available land and resources within the RDCK that could support the development of affordable housing options to enhance community well-being and stability.</p> <p>The resolution directs RDCK staff to prepare a detailed cost assessment and analysis, identifying potential sites for acquisition, conversion, or disposal for housing purposes. This project is in its initial stages and will form the foundation for future efforts to expand non-market housing within the RDCK.</p>
April 2024	<p>The RDCK received \$300,000 in grant funding from the UBCM Complete Communities program to support regional growth management planning.</p> <p>In partnership with the City of Nelson, the City of Castlegar, the Town of Creston, and the Villages of Salmo, Nakusp, Kaslo, and Slocan, the RDCK will engage a consultant to carry out this project. Currently in Phase 1 – preparation, this initiative will help establish a comprehensive framework to guide sustainable growth across the region.</p>
Ongoing	Continued exploration/pursuit of recommendations in the Housing Action Plan (2023)

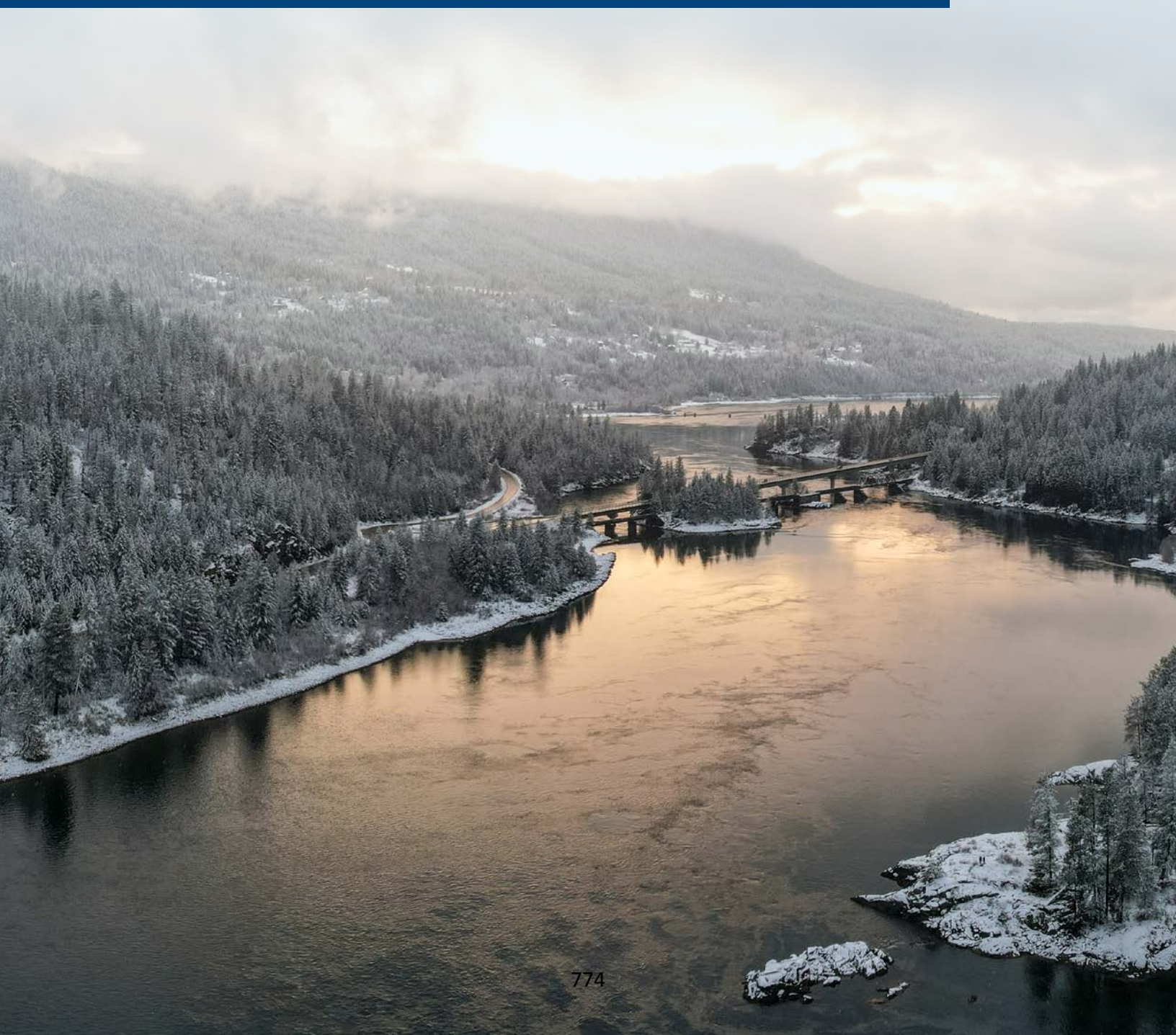
Zoning Amendments	
November 2023 – July 2024	Bylaws were amended to ensure compliance with Bill 44, “Housing Statutes (Residential Development” Amendment Act. Bill 44 required all local governments to update their zoning regulations to permit small-scale multi-unit housing (SSMUH) by June 30, 2024.



Regional District of Central Kootenay

Electoral Area E (West Arm Kootenay Lake)

Interim Housing Needs Report Requirements



Electoral Area E (West Arm Kootenay Lake) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	314	858
Total demand from current year (2024)	405	874

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	16	63
B	Individuals experiencing homelessness	13	26
C	Suppressed households	31	123
D	Anticipated household growth	253	640
E	Increasing the rental vacancy rate to 3%	1	6
F	A local demand buffer	0	0
TOTAL		314	858

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

Current residential development patterns within the RDCK are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. Presently, the Regional District lacks public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways.

With limited funding models to support transportation infrastructure across the rural RDCK, even in areas where new housing developments are planned, the scope of transportation service options for future expansion remains constrained. The RDCK recognizes the critical role that active transportation plays in connecting communities and supporting broader social determinants of health, particularly in relation to housing. Given

these considerations, the RDCK acknowledges the opportunity to further explore options for developing transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the EAs.

LOOKING BACK (HOUSING ACTIONS COMPLETED SINCE THE LAST HNR)

General Housing Actions	
Date	Description of Action or Policy
July 2022	The RDCK completed the Housing Action Plan in April 2023. Since it's completion, the Regional District has been working to implement actions identified in the plan.
August 2022	<p>In Fall 2022, Community Futures Central Kootenay, in partnership with the City of Nelson and the RDCK, commissioned the Greater Nelson Non-Market Housing Study. The study aimed to evaluate the need for a local government-supported housing entity to provide affordable housing within the Greater Nelson area and to outline potential options for further exploration.</p> <p>The project, structured in three phases, included engagement with elected officials and culminated in a final report presented at the June 13, 2024, RDCK Board meeting. To date, no actions have been taken by the RDCK as a result of this study.</p>
February 2024	<p>The RDCK Board passed a resolution, authorizing a "Housing Development and Costing Study" to address the region's pressing need for non-market housing.</p> <p>This study aims to assess available land and resources within the RDCK that could support the development of affordable housing options to enhance community well-being and stability.</p> <p>The resolution directs RDCK staff to prepare a detailed cost assessment and analysis, identifying potential sites for acquisition, conversion, or disposal for housing purposes. This project is in its initial stages and will form the foundation for future efforts to expand non-market housing within the RDCK.</p>
April 2024	<p>The RDCK received \$300,000 in grant funding from the UBCM Complete Communities program to support regional growth management planning.</p> <p>In partnership with the City of Nelson, the City of Castlegar, the Town of Creston, and the Villages of Salmo, Nakusp, Kaslo, and Slocan, the RDCK will engage a consultant to carry out this project. Currently in Phase 1 – preparation, this initiative will help establish a comprehensive framework to guide sustainable growth across the region.</p>
Ongoing	Continued exploration/pursuit of recommendations in the Housing Action Plan (2023)

Zoning Amendments

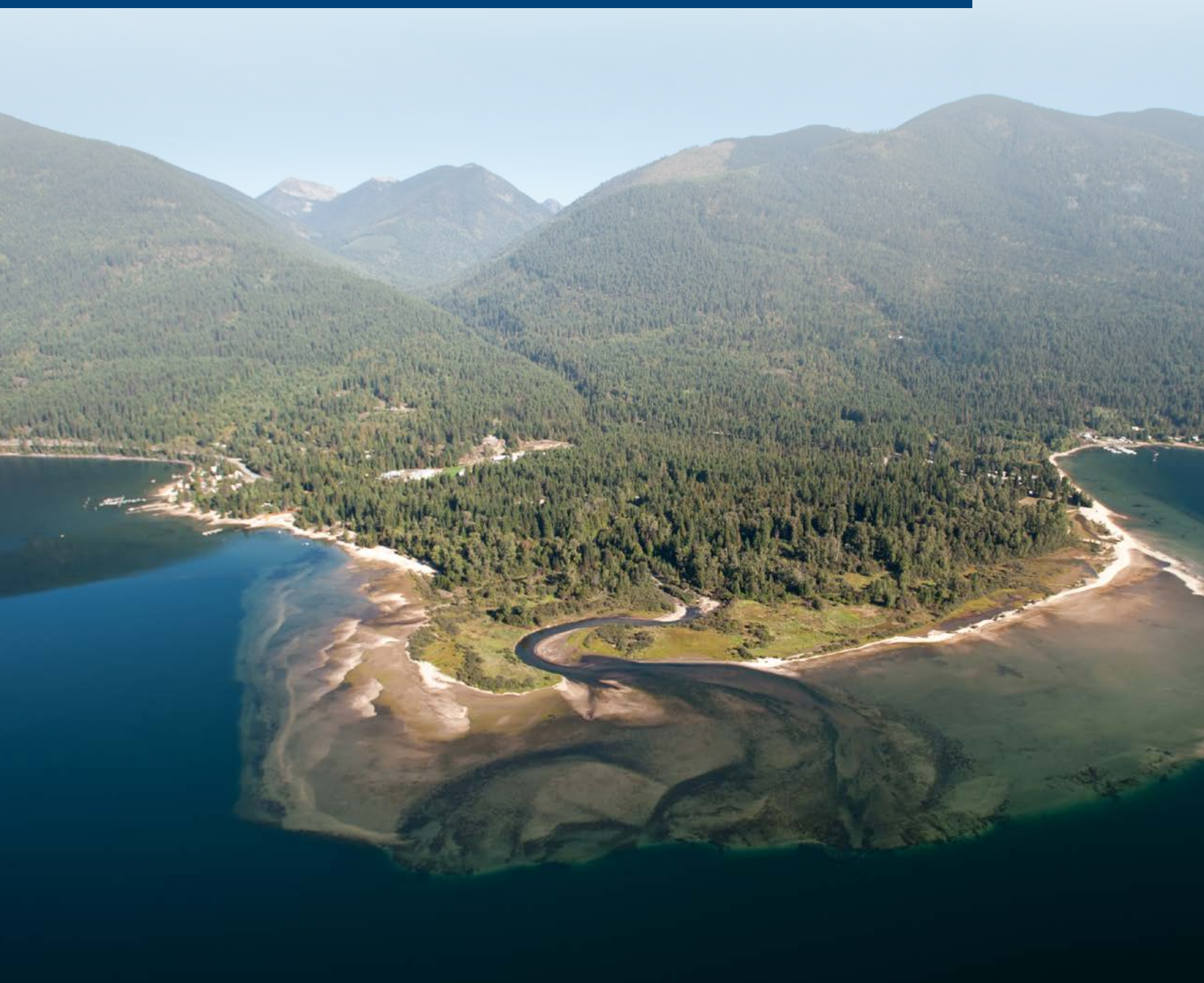
November 2023 – July 2024	Bylaws were amended to ensure compliance with Bill 44, "Housing Statutes (Residential Development)" Amendment Act. Bill 44 required all local governments to update their zoning regulations to permit small-scale multi-unit housing (SSMUH) by June 30, 2024.
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Regional District of Central Kootenay

Electoral Area F (West Arm North Shore)

Interim Housing Needs Report Requirements



Electoral Area F (West Arm North Shore) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	330	927
Total demand from current year (2024)	381	906

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	12	47
B	Individuals experiencing homelessness	14	28
C	Suppressed households	56	223
D	Anticipated household growth	248	626
E	Increasing the rental vacancy rate to 3%	1	4
F	A local demand buffer	0	0
TOTAL		330	927

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

Current residential development patterns within the RDCK are predominantly rural and dispersed, posing significant challenges in establishing transportation infrastructure that supports alternative modes of transportation, such as walking, cycling, and public transit. Presently, the Regional District lacks public transit options and the necessary infrastructure to facilitate active transportation, including shoulders on rural roads and dedicated off-street pathways.

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transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the EAs.

LOOKING BACK (HOUSING ACTIONS COMPLETED SINCE THE LAST HNR)

General Housing Actions	
Date	Description of Action or Policy
July 2022	The RDCK completed the Housing Action Plan in April 2023. Since its completion, the Regional District has been working to implement actions identified in the plan.
August 2022	<p>In Fall 2022, Community Futures Central Kootenay, in partnership with the City of Nelson and the RDCK, commissioned the Greater Nelson Non-Market Housing Study. The study aimed to evaluate the need for a local government-supported housing entity to provide affordable housing within the Greater Nelson area and to outline potential options for further exploration.</p> <p>The project, structured in three phases, included engagement with elected officials and culminated in a final report presented at the June 13, 2024, RDCK Board meeting. To date, no actions have been taken by the RDCK as a result of this study.</p>
February 2024	<p>The RDCK Board passed a resolution, authorizing a “Housing Development and Costing Study” to address the region’s pressing need for non-market housing.</p> <p>This study aims to assess available land and resources within the RDCK that could support the development of affordable housing options to enhance community well-being and stability.</p> <p>The resolution directs RDCK staff to prepare a detailed cost assessment and analysis, identifying potential sites for acquisition, conversion, or disposal for housing purposes. This project is in its initial stages and will form the foundation for future efforts to expand non-market housing within the RDCK.</p>
April 2024	<p>The RDCK received \$300,000 in grant funding from the UBCM Complete Communities program to support regional growth management planning.</p> <p>In partnership with the City of Nelson, the City of Castlegar, the Town of Creston, and the Villages of Salmo, Nakusp, Kaslo, and Slocan, the RDCK will engage a consultant to carry out this project. Currently in Phase 1 – preparation, this initiative will help establish a comprehensive framework to guide sustainable growth across the region.</p>
Ongoing	Continued exploration/pursuit of recommendations in the Housing Action Plan (2023)

Zoning Amendments

November 2023 – July 2024	Bylaws were amended to ensure compliance with Bill 44, “Housing Statutes (Residential Development)” Amendment Act. Bill 44 required all local governments to update their zoning regulations to permit small-scale multi-unit housing (SSMUH) by June 30, 2024.
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Regional District of Central Kootenay

Electoral Area G (Salmo River Valley)

Interim Housing Needs Report Requirements



Electoral Area G (Salmo River Valley) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	149	431
Total demand from current year (2024)	172	422

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	10	40
B	Individuals experiencing homelessness	5	11
C	Suppressed households	28	113
D	Anticipated household growth	105	265
E	Increasing the rental vacancy rate to 3%	0	2
F	A local demand buffer	0	0
TOTAL		149	431

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

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these considerations, the RDCK acknowledges the opportunity to further explore options for developing transportation networks that can accommodate alternative modes of transportation in line with community needs and future housing policy directives across the EAs.

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Ongoing	Continued exploration/pursuit of recommendations in the Housing Action Plan (2023)

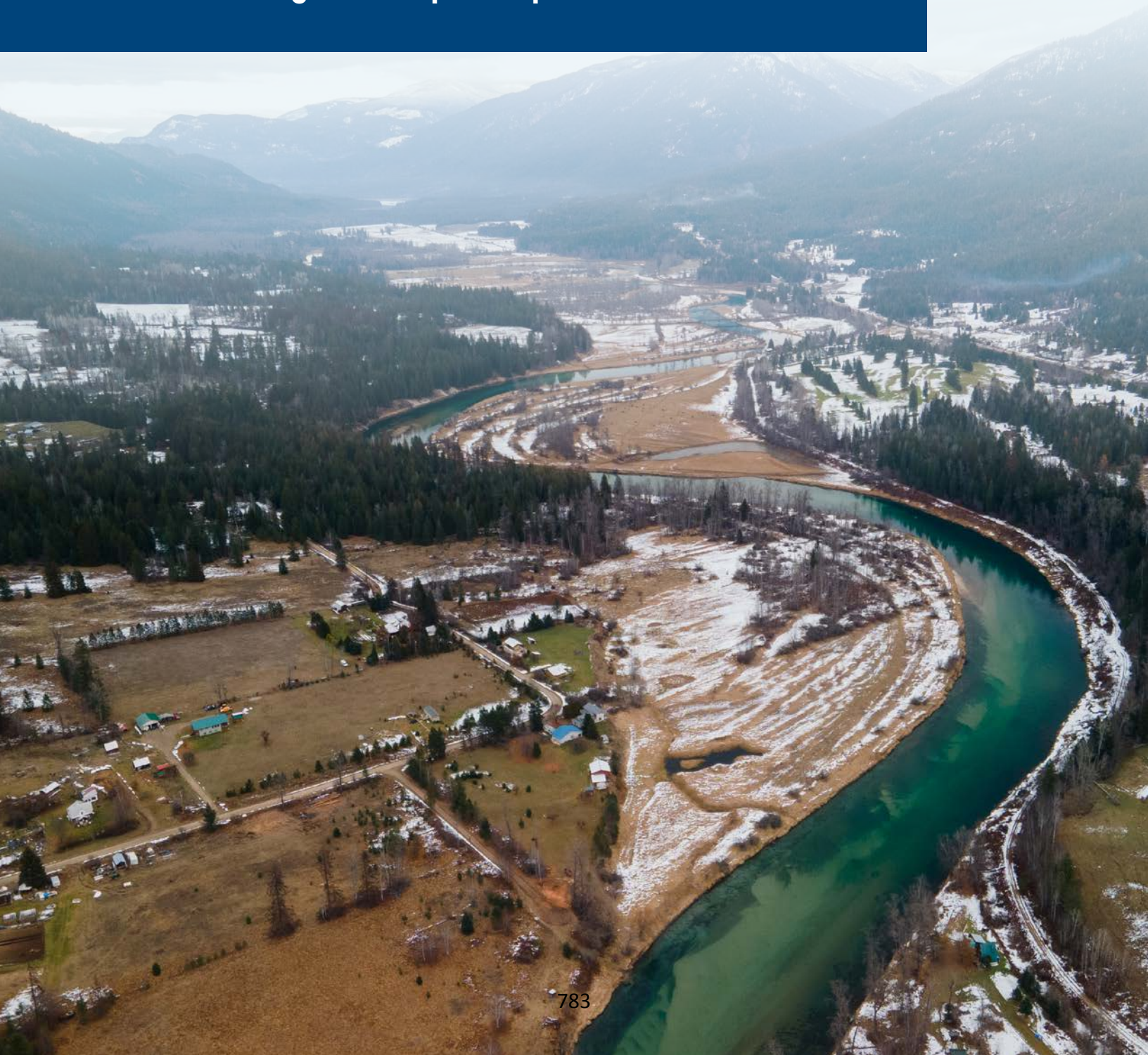
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Regional District of Central Kootenay

Electoral Area H (The Slocan Valley)

Interim Housing Needs Report Requirements



Electoral Area H (The Slocan Valley) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	432	1,223
Total demand from current year (2024)	395	1,092

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	26	105
B	Individuals experiencing homelessness	17	33
C	Suppressed households	66	266
D	Anticipated household growth	321	811
E	Increasing the rental vacancy rate to 3%	2	8
F	A local demand buffer	0	0
TOTAL		432	1,223

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

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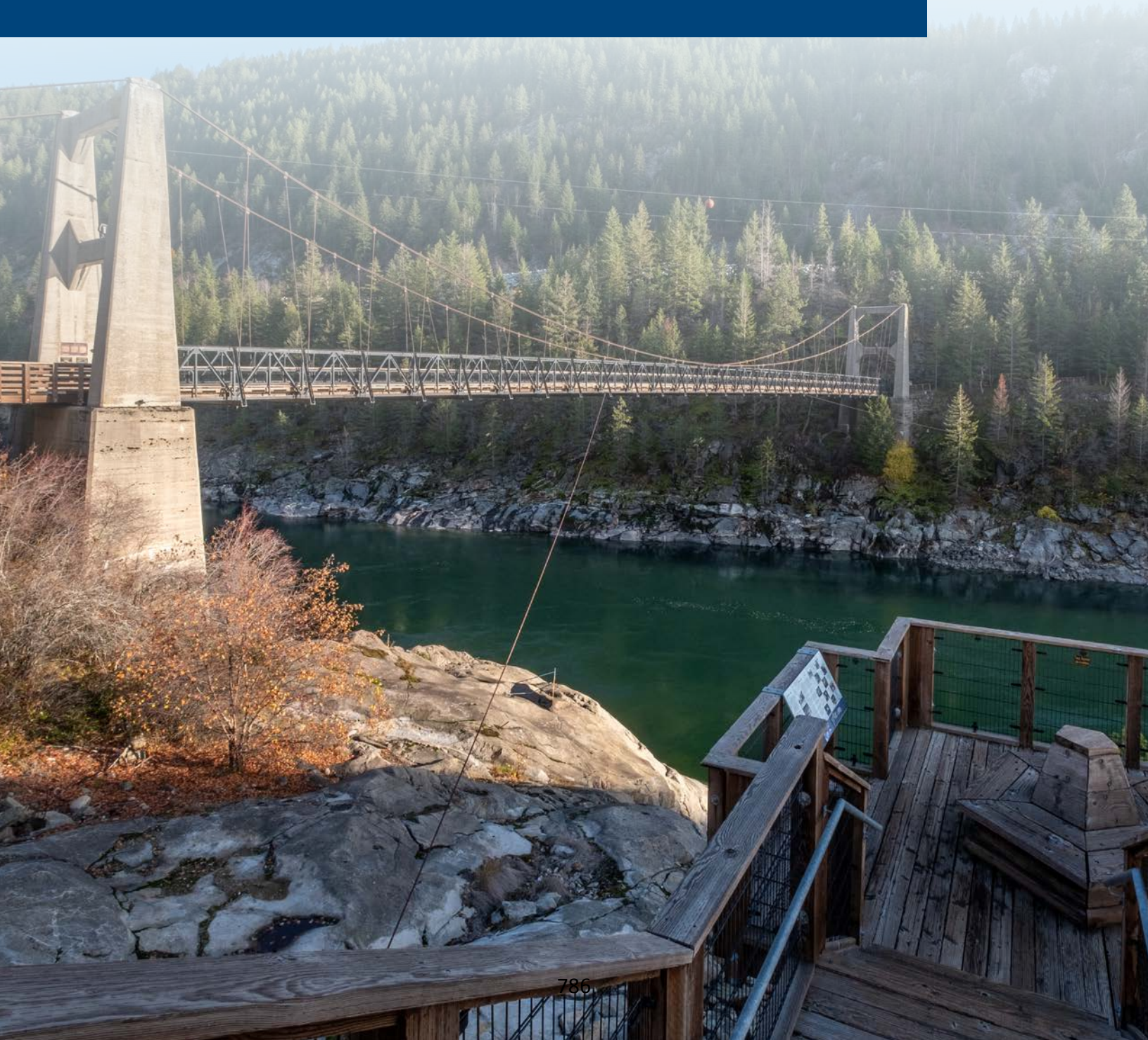
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Regional District of Central Kootenay

Electoral Area I (Sentinel Mountain)

Interim Housing Needs Report Requirements



Electoral Area I (Sentinel Mountain) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	206	571
Total demand from current year (2024)	242	561

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	8	32
B	Individuals experiencing homelessness	9	17
C	Suppressed households	29	115
D	Anticipated household growth	159	402
E	Increasing the rental vacancy rate to 3%	1	4
F	A local demand buffer	0	0
TOTAL		206	571

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

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Regional District of Central Kootenay

Electoral Area J (Columbia/Lower Arrow)

Interim Housing Needs Report Requirements



Electoral Area J (Columbia/Lower Arrow) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	247	663
Total demand from current year (2024)	258	614

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	2	6
B	Individuals experiencing homelessness	12	23
C	Suppressed households	28	111
D	Anticipated household growth	206	520
E	Increasing the rental vacancy rate to 3%	1	3
F	A local demand buffer	0	0
TOTAL		247	663

Note: Components may not exactly equal the total figure due to rounding.

TRANSPORTATION STATEMENT

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Regional District of Central Kootenay

Electoral Area K (The Arrow Lakes)

Interim Housing Needs Report Requirements



Electoral Area K (The Arrow Lakes) Interim Housing Needs Report Requirements

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED NEED

Description	5-year	20-year
Total demand from 2021 base year	154	427
Total demand from current year (2024)	186	422

ANTICIPATED HOUSING DEMAND CALCULATIONS

Component	Housing units for:	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	1	4
B	Individuals experiencing homelessness	6	12
C	Suppressed households	25	102
D	Anticipated household growth	122	308
E	Increasing the rental vacancy rate to 3%	0	1
F	A local demand buffer	0	0
TOTAL		154	427

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TRANSPORTATION STATEMENT

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Consulting support from:



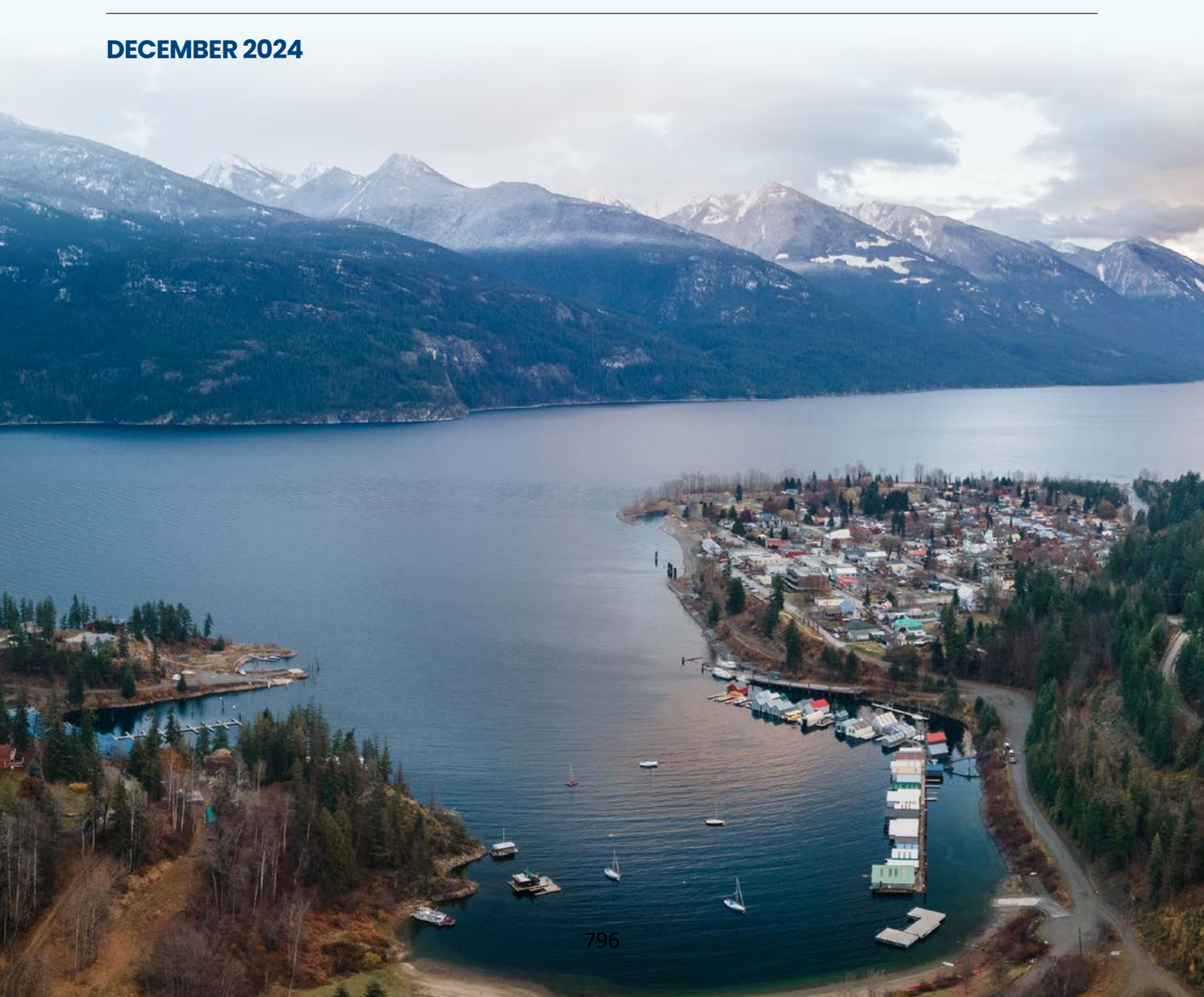


*Village of
Kaslo*

Village of Kaslo Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

DECEMBER 2024



Acknowledgments

The authors of this report acknowledge that this study takes place on the traditional land and territory of the ktunaxa ʔamakʔis. Since time immemorial ktunaxa people, in particular yaqan nukiy, have been active stewards of Kootenay Lake lake. The Sinixt, Secwepemc and Syilx people have also made use of the area.

We hope to continue their legacy of learning from, caring for, protecting, and enjoying the blessings of tradition and territory.

The development of this Housing Needs Report Update Community Profile was led by the Regional District of Central Kootenay (RDCK) and supported by staff from the Land Use and Planning department as well as staff from the Village of Kaslo.

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Appendix A: Definitions

Executive Summary

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities, including the Village of Kaslo, released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and the changing housing landscape. Like many other Canadian communities, the Village of Kaslo is facing escalating housing pressures and rising housing costs.

Recognizing the dynamic nature of the housing market, the availability of new data, and the necessity for updated housing reports, the RDCK commissioned HNR updates for its rural Electoral Areas (A, B, C, D, E, F, G, H, I, J, and K) and partnering municipalities (the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan). This Community Profile aims to provide an overview of Kaslo's current and anticipated local housing conditions and needs and meet new provincial legislative requirements.

KEY FINDINGS

The Population of Kaslo is Growing and Changing

- Kaslo's total population grew by 8% between 2016 to 2021. During this same period, households grew by 10%. It is anticipated that the community will continue to experience significant growth over the next two decades.
- The Province estimates that Kaslo's population was 1,080 in 2021. Projections expect there to be about 1,335 residents in the Village of Kaslo by 2041.
- Growth has historically been, and is expected to continue to be, greatest among seniors and older residents. Projections also anticipate considerable growth among 45- to 64-year-olds over the next 20 years. Youth (0 to 14) and family-aged adults (25 to 24) may experience a decrease over the same period.

Sale Prices are Rising, and Home Ownership is Increasingly Out of Reach for Many

- The median home sale price rose 58% between 2019 and 2022. The median single-detached house sold for just under \$457,500 in Kaslo in 2022.
- From 2012 to 2016, home ownership was only affordable for couple households making the median income. Since 2016, the median price of a home has become increasingly out of reach for all median household types, with the largest widening occurring after 2021.
- House prices in Kaslo are increasing at a much higher rate than incomes in the community, making it increasingly more difficult for current and future residents to purchase a home in the community.

Residents in Kaslo are Facing Housing Affordability Challenges

- In 2021, 15% of households in Kaslo lived in an unaffordable home, a large percentage relative to other neighboring communities in the RDCK and across BC.
- Renter households are most severely affected by affordability challenges. Thirty-six percent of Kaslo renters were in an unaffordable home and 46% were in Core Housing Need (46%). This is largely related to a high number of single income earners living in rental households.

- About 29% of households in Kaslo (150 households) earn a “very low income” or “low income.” These households can afford at most a monthly mortgage or rent of \$520. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

Demand is Expected to Increase over the Next 20 Years

- Over the next two decades, provincial projections suggest Kaslo may need to add 295 new homes across the housing spectrum to mitigate increased market imbalances, account for anticipated new demand, and address existing housing deficits. Rental demand projections suggest 62% of new rental units would benefit from being affordable or offered at a below-market price to best meet the needs of Kaslo residents.
- Much of the demand will be influenced by population growth. Growth is largely driven by factors outside of local government control including economic opportunities, available services, infrastructure, transportation, natural disasters, federal and provincial policy, and education opportunities.
- Migration to Kaslo is largely from other areas of British Columbia, including adjacent communities. Preparing for growth and addressing demand is not just about accommodating new people – it is about preserving and deepening affordability so current residents across all age demographics in Kaslo can stay and thrive in their community.
- Housing and future growth was identified by Kaslo residents as a priority theme during the 2022 Official Community Plan engagement process. In response, the Village has proactively been looking at ways to facilitate a diversity of residential housing types in the village to accommodate demand. Building upon existing work, the Village of Kaslo is ready for the challenge of meeting anticipated housing demand.

Interim Report Requirements

The first legislative requirements for housing needs reports were established in 2019 and required local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs. The RDCK and its partner communities, including the Village of Kaslo, completed a Housing Needs Assessment in September 2020.

In 2023, amendments to the *Local Government Act* introduced new requirements for housing needs reports. Local and regional governments must now use an established methodology to identify the 5- and 20-year housing need in their communities and local governments must update their official community plans and zoning bylaws to accommodate expected demand.

Communities must complete an interim housing needs report that is required to include three new additional items:

1. The number of housing units needed currently and over the next 5 and 20 years;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by local government, since receiving the most recent housing needs report, to reduce housing needs.

The RDCK and partnering communities have elected to complete the interim report requirements and a comprehensive data update using 2021 census data. For reference, required report content fulfilling the interim report requirements is included in this section. The body of this Community Profile contains all information required by legislation for the Interim Housing Needs Reports and should remain relevant until the next release of Census data, projected for 2027 or 2028.

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED HOUSING NEED

Table 0-1: HNR Method base year versus current year estimates

Description	5-year	20-year
Total demand from 2021 base year	102	295
Estimated total demand from current year (2024)	110	282

Further discussion and analysis of anticipated need is included in Section 5 of this report.

KEY AREAS OF LOCAL NEED

Based on analysis of data and feedback from elected officials and community organizations, the following summary statements describe the current and anticipated housing needs across the following seven key areas: affordable housing, rental housing, special needs housing, housing for seniors, housing for families, shelters for individuals experiencing or at risk of homelessness and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation.

Table 0-2: Key areas of local need

Need	Description
<p>Affordable housing</p>	<p>Affordability remains the largest local contributor to Core Housing Need in the Village of Kaslo, with approximately 15% of local households spending more than 30% of their total income on shelter in 2021. Since then, the gap between income purchasing power and actual house prices has widened, indicating that homeownership is further out of reach for most residents in Kaslo than it was three years ago.</p> <p>Individuals or families with one income are struggling the most to find affordable housing options in the community, whether to rent or own. Approximately 29% of households earned a "very low" or "low" income (see Section 3.3.2 for income categorization information). While many in these categories may already be shelter-secure (e.g., retired households with fully paid-off mortgages), this percentage represents a significant portion of the population that may be especially vulnerable to affordability challenges.</p> <p>The Village and its community partners are working to build new non-market affordable rental options in the community, but projections anticipate at least 114 subsidized affordable housing units and 181 additional market units will be needed by 2041 to meet demand and begin to balance prices.</p>
<p>Rental housing</p>	<p>Homeownership is becoming increasingly unaffordable for the typical household in Kaslo, forcing many who would prefer to own a home to rent instead. Although the cost of rent is also increasing, it often remains the more cost-effective option between the two tenures.</p> <p>Local data reflects this trend, with the share of renter-occupied dwellings increasing from 23% to 28% between 2016 and 2021. Broader vacancy trends in the RDCK's municipalities and across BC suggest that this trend will continue. As rental vacancy rates continue to decrease, there is a clear rise in the demand for rental housing relative to available supply. Although vacancy rates typically reflect purpose-built rentals in urban areas, a declining vacancy rate in these markets forces households to seek alternatives in lower-density markets where there is better availability and prices. This leads to increased demand overall.</p> <p>Although there is limited data available on the rental market in smaller communities within the RDCK, engagement with elected officials and community organizations/groups confirmed that vacancy rates remain well below the 3-5% healthy vacancy rate. Residents have reported having an extremely difficult time finding affordable, suitable rental options to meet their needs.</p> <p>Projection calculations support the data trends, anticipating a continued increase in rental housing demand, with approximately 42% of all dwellings expected to be rental units in 2041.</p>

Need	Description
<p>Special needs housing</p>	<p>Although data on waitlists and core housing need is not specific to community members with special needs, national disability statistics show that overall rates of disability increased from 22.3% to 27.0%¹ between 2017 and 2022 surveys. Much of this increase is attributed to the growth of the senior population. As the population in Kaslo ages, projections expect the need for more accessible and specialized housing to increase.</p> <p>Increases were also observed among youth and working-age adults, with significant rises in mental health, learning, and developmental challenges. This indicates a broad need for improved access to supportive housing options that cater to various specific support needs and age demographics.</p>
<p>Housing for seniors</p>	<p>According to BC projections, Kaslo can expect that senior-led households will continue to grow over the next two decades. By 2041, senior-led households may increase by 66% and could comprise 60% of households.</p> <p>In 2022, the Canadian disability rate among the senior population was 40%, an increase of three percentage points since the last survey in 2017. A significant portion of this rate is related to mobility issues, and the likelihood of disability that increases with age.</p> <p>Given the anticipated growth in senior households and the elevated disability rate within this group, increased senior housing interventions are necessary. These could include ensuring senior housing and facilities are widely permitted locally, further modifying building standards to support aging in place, and/or developing and improving existing senior services and programs.</p> <p>While many solutions fall outside the direct influence of local government, there may be opportunities to partner with other levels of government and local or regional organizations to encourage appropriate seniors housing.</p>
<p>Housing for families</p>	<p>Projections suggest that young family households may decline over the next two decades, with senior-led households comprising a larger share of total households. Consequently, the demand for family-specific dwellings (e.g., those with more bedrooms or larger floor areas) may be marginal.</p> <p>However, projections are inherently imperfect and should not be viewed as absolute. Young families are vital for sustaining local employment and productivity. Affordable options with multiple bedrooms are key to meeting the needs of families, especially lone parent households who often need non-market options to ensure appropriate affordability. Families may also be served by interventions in other areas of the housing spectrum, for example by additional seniors housing that helps reintegrate larger homes back into the market.</p>

¹ Statistics Canada. (2023, December 1). Canadian Survey on Disability, 2017 to 2022. <https://www150.statcan.gc.ca/n1/daily-quotidien/231201/dq231201b-eng.htm>

Need	Description
<p>Shelters to address homelessness</p>	<p>While shelters are often located in larger urban communities, homelessness is not confined to these areas. National and provincial trends show that overall homelessness is on the rise, with hidden homelessness likely increasing, particularly in small urban and rural areas.</p> <p>About 3% of regional households were identified as earning "very low" incomes. These individuals are the most vulnerable to changes in their housing circumstances and are the most likely to require emergency housing interventions.</p> <p>Addressing homelessness locally is ideal, as it allows residents to remain within their community. However, doing so can be challenging without provincial or federal support. Kaslo should stay engaged in regional homelessness strategies to help coordinate and determine the allocation of emergency housing services and programs.</p>
<p>Proximity to transportation</p>	<p>The Village of Kaslo recognizes the importance of situating future housing developments near transportation infrastructure to encourage more sustainable living choices for residents. The Neighborhood Residential area outlined in the OCP includes an objective to "enhance the walkability of the area by encouraging pedestrian activity, active transportation, low-speed electric vehicles, reduced speed limits, and encouraging parking at the rear of properties along laneways."² The Village is currently completing an Active Transportation Network Plan to identify future housing sites that are connected to community amenities for car-less residents.</p> <p>Offering housing options close to facilities that support walking, cycling, and public transit not only improves quality of life by providing convenient and affordable mobility for individuals of all ages and abilities, but it also plays a crucial role in reducing the Village's carbon footprint. By cultivating neighborhoods where residents can easily commute and run errands without relying on personal vehicles, the Village can foster a more inclusive, vibrant, healthy, and interconnected community.</p>

² Village of Kaslo Official Community Plan – Bylaw XX, Neighborhood Residential, pg. 21.

LOOKING BACK

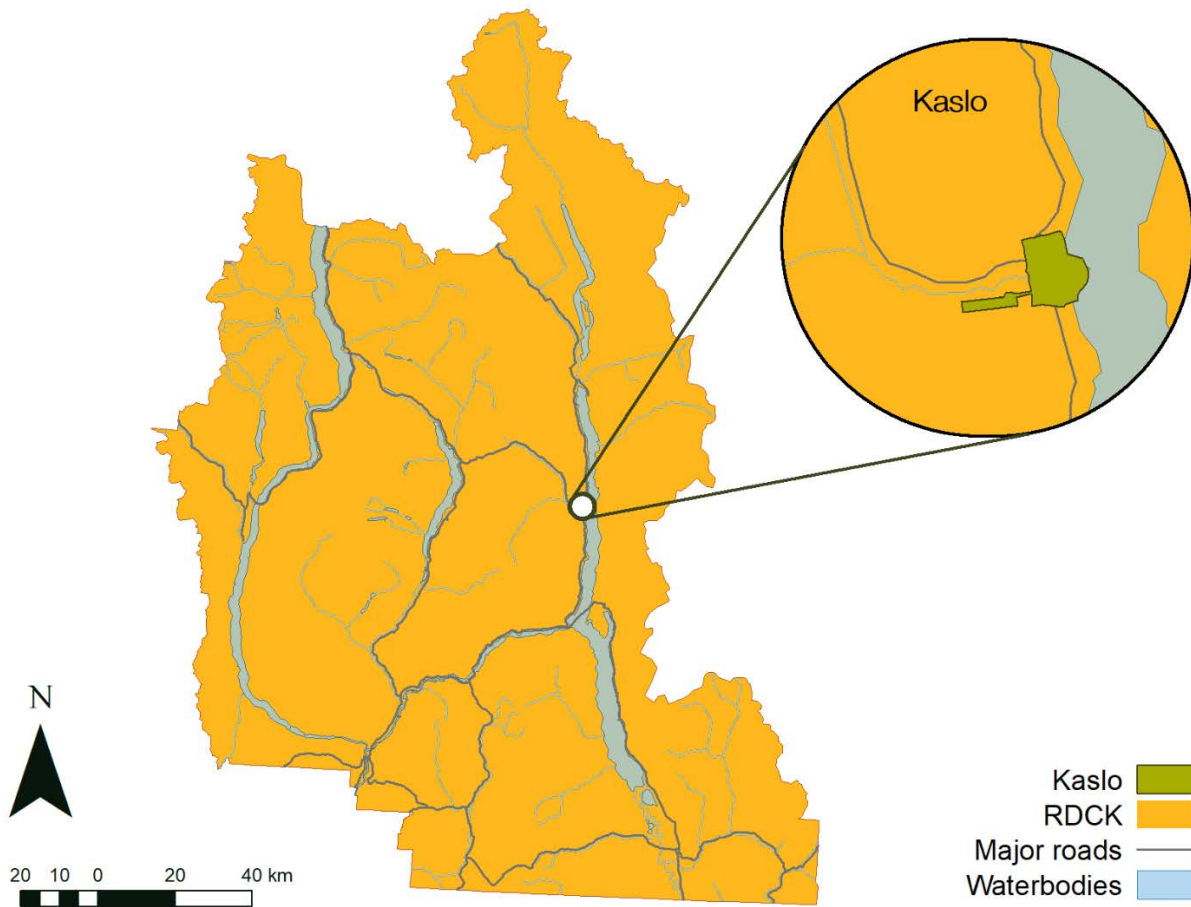
Table 0-3: Actions taken by the Village of Kaslo to reduce housing needs since the last HNR was received

General Housing Actions	
Date	Description of Action or Policy
June 2022	The Village of Kaslo sold a village owned parcel to the Kaslo Housing Society for a nominal fee to develop 10 new housing units in the community. Penny Lane Apartments is a three-storey, wood-frame building with a mix of studio, one-, two- and three-bedroom homes for families, seniors and individuals with low- to moderate-incomes. Two of these homes are accessible for people living with disabilities. The 10 homes are located near Kaslo's downtown core, close to amenities such as grocery stores, restaurants, health and wellness services, public beaches and parks.
Zoning Amendments	
Date	Description of Action or Policy
June 2024	The Village adopted Zoning Amendment Bylaw 1304 to amend the Village's Land Use Bylaw No. 1130 in accordance with the legislated requirements of Bill 44 (Housing Statutes (Residential Development) Amendment Act) and the Local Government Act (LGA).
Parking	
Date	Description of Action or Policy
July 2023	The approval of DVP 2023-05 and DVP 2023-07 allowed relaxation of location for residential parking spaces.
January 2024	The approval of DVP 2023-14 allowed relaxation of location for residential parking spaces.
February 2024	The approval of DVP 2023-15 reduced the required parking spaces for commercial use from 7 to 3.
	The approval of DVP 2024-01 allowed relaxation of location for home-based-business parking spaces.
May 2024	The approval of both DVP 2024-02 and DVP 2024-03 allowed relaxation of location for residential parking spaces.
June 2024	The adoption of Zoning amendment Bylaw 1304 reduced the requirement for carriage house parking.

1. Introduction

Using a wide range of quantitative data and qualitative input from elected officials and community organizations, this document analyzes existing and anticipated housing needs and gaps in the Village of Kaslo. All data presented in the report refers to Kaslo unless otherwise identified in the text. Figure 1-1 illustrates Kaslo’s location in relation to adjacent communities and the RDCK.

Figure 1-1: Location Map



Source: BC Geo Warehouse, Statistics Canada

The purpose of this report is to catalogue current and anticipated housing challenges so that decision makers, regulators, funders, and community members can better understand and react to housing issues in the Village of Kaslo. The data gathered and insights generated by a needs report can inform land use and social planning initiatives at local levels, as well as provide evidence to further advocacy to senior levels of government. They are also a useful resource for those engaged in or entering the housing sector.

1.1 DATA SOURCES

This report refers to several pieces of data that work together to contextualize housing conditions experienced by residents of the Village of Kaslo. The following is a list of secondary quantitative data sources (i.e., information collected by other organizations and used for this report):

- BC Assessment
- British Columbia Statistics
- Canada Mortgage and Housing Corporation (CMHC)
- Local government data
- Statistics Canada
- UBC Housing Assessment Resource Tools (HART)

Limitations for each source are detailed in the next subsection. At a high level, no analysis can be exact without individualized person or household datasets. Many datasets in this report rely on population samples which, though statistically sound, may not feel representative or reflect lived experience in Kaslo. Any analysis in this report should be considered informed estimates rather than precise descriptions.

This is especially applicable to projection work from any source. Estimating variable changes without knowledge of future conditions is inherently flawed. The projections included in this report are subject to economic, social, and environmental conditions that may not persist in the future. Projections should serve as guideposts, regularly recalculated and adjusted to incorporate new information as needed.

1.1.1 Data Limitations

BC Assessment

Grouped Information

BC Assessment provides assessment roll spreadsheets for communities across British Columbia for the years 2005/2006 through 2022/2023. Assessment roll information is not on an individual property level; rather, similar types of properties are grouped together in “folios” based on several factors, such as property type and dwelling type. These folio groups also mean that assessment and sale price values reflect averages, making it more difficult to express community level average and median values.

British Columbia Statistics

Urban Focus

BC Statistics helpfully consolidates most data related to complete Housing Needs Reports, like the new homes registry, non-market housing, post-secondary student housing, and homeless count sources. The database primarily offers data for urban areas, potentially excluding unincorporated or rural data, or suppressing data for confidentiality. This is often due to urban communities having greater data quality and quantity.

Canada Mortgage & Housing Corporation (CMHC)

Reporting Landscape

CMHC conducts its Rental Market Survey (RMS) every year in October to estimate the relative strengths in the rental market. The survey collects samples of market rent levels, turnover, and vacancy unit data for all

sampled structures. The survey only applies to **primary rental markets**, which are those urban areas with populations of 10,000 and more. The survey targets only privately initiated rental structures with at least three rental units, which have been on the market for at least three months. In the RDCK, CMHC only collects rental data for the City of Nelson.

Statistics Canada

Area and Data Suppression

Some geographic areas are too small to report, resulting in the deletion of information. Suppression can occur due to data quality or for technical reasons, limiting the use of granular Census geographies. This was not a particular concern for this study but limited the ability to use granular Census geographies (specifically, Dissemination Areas – see **Definitions**).

Random Rounding

Numbers are randomly rounded to multiples of “5” or “10,” leading to potential discrepancies when summed or grouped. Percentages derived from rounded data may not accurately reflect true percentages, introducing a level of approximation. Additionally, the sums of percentages may not equal 100%.

UBC Housing Assessment Resource Tools (HART)

Sourced from Statistics Canada

While HART offers detailed methodologies for their analysis, they do rely on Statistics Canada datasets. Consequently, the same limitations as stated above apply for HART analysis results.

1.2 ENGAGEMENT

The RDCK Housing Needs Report Updates Engagement Summary Report summarizes engagement activities conducted by the M’akola Development Services (MDS) and Turner Drake & Partners (TD) in collaboration with RDCK staff for the HNR updates. Engagement opportunities included targeted surveys, presentations, and facilitated discussions.

The Engagement Summary Report captures key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the RDCK Regional Summary Report, Electoral Area Summary Report, and Village Profiles.

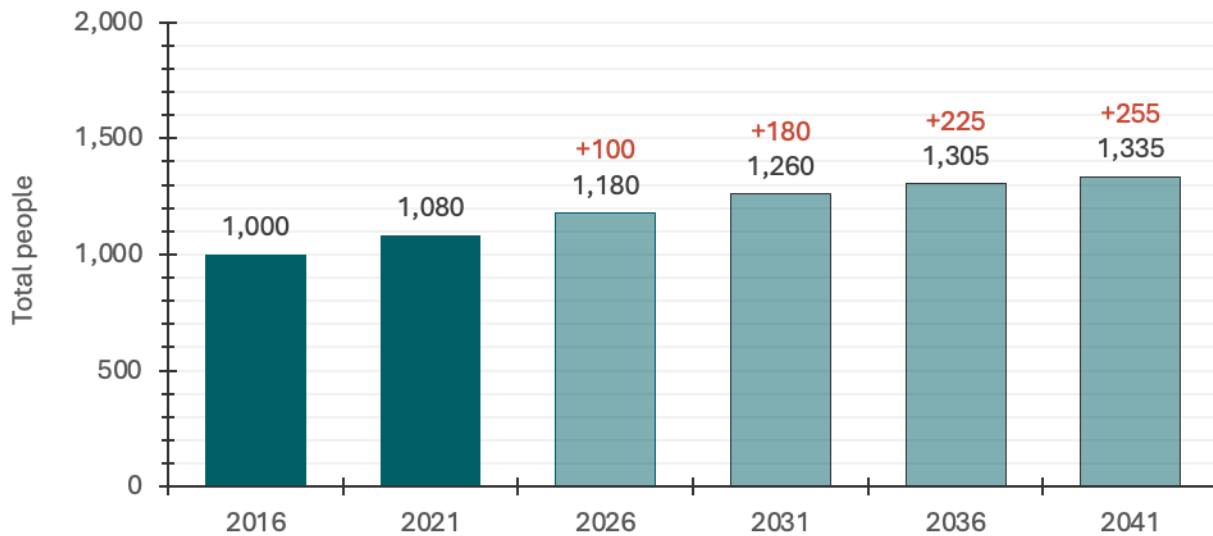
2. Demographic Profile

2.1 POPULATION

2.1.1 Historical & Anticipated Population

Government of British Columbia estimates show the Village of Kaslo grew 8% from 2016 to 2021.³ Figure 2-1 illustrates the changing total population from 2016 and 2021 (BC estimates for Census years) and to 2026 and 2041 (BC Government projections).

Figure 2-1: Historical and anticipated population, net anticipated change of population since 2021



Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-1 provides a summary of the historical population changes across different age cohorts and includes anticipated population figures over the next two decades.

³ Note that Statistics Canada's 2021 Census also reports an 8% increase to the Village of Kaslo's population. The totals from which the increases are calculated differ between sources. BC estimates are adjusted to account for possible undercounting during the Census' enumeration.

Table 2-1: Historical (BC Gov't estimates) and anticipated population by age cohort (BC Gov't projections)

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical population							
2016 population	1,000	120	80	165	345	255	35
2021 population	1,080	110	70	205	310	340	40
% change ('16-'21)	+8%	-8%	-13%	+24%	-10%	+33%	+14%
Anticipated population							
2026 population	1,180	105	90	205	320	420	50
% change ('21-'26)	+9%	-5%	+29%	+0%	+3%	+24%	+25%
2041 population	1,335	85	90	135	375	490	150
% change ('26-'41)	+13%	-19%	+0%	-34%	+17%	+17%	+200%
% change ('21-'41)	+24%	-23%	+29%	-34%	+21%	+44%	+275%

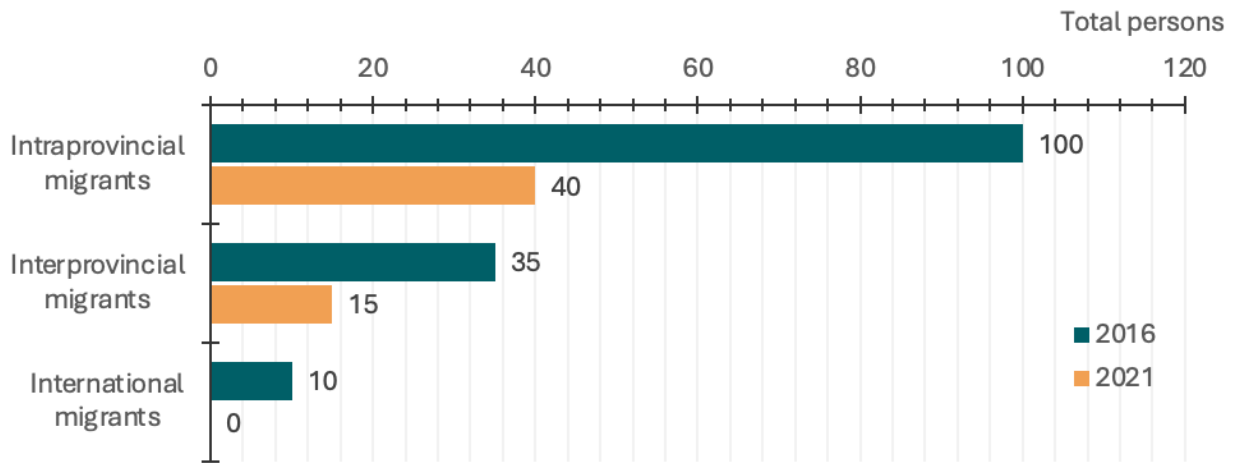
Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

- The province estimates that Kaslo's total population was 1,080 people in 2021, up from 1,000 in 2016.
- The highest rates of growth have been largely among senior residents and adults aged 25 to 44. At the same time, older working age adults (45 to 64) and residents below 25 years of age decreased.
- The total population may grow 24% over the next two decades, potentially reaching 1,335 people in 2041. Most of the growth will likely be among residents 45 years and older. Family aged residents (i.e., youth and adults aged 25 to 44) may decrease over the same time period.
- About 255 additional people may call Kaslo home by 2041.

2.1.2 Recent Mobility Trends

Figure 2-2 illustrates the number of people who moved to Kaslo from another area, whether from within British Columbia (intraprovincial), another province (interprovincial), or another country (international). The data reflects mobility trends for the years prior to 2016 and 2021.

Figure 2-2: One-year mobility of population trends



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- People moving from other areas of British Columbia (including adjacent communities) are the largest source of incoming migrants, a trend consistent in both the 2016 and 2021 Census' (to less of an extent in 2021).
- Out-of-province in-migrants make up a small portion of incoming individuals / households.

2.2 HOUSEHOLDS

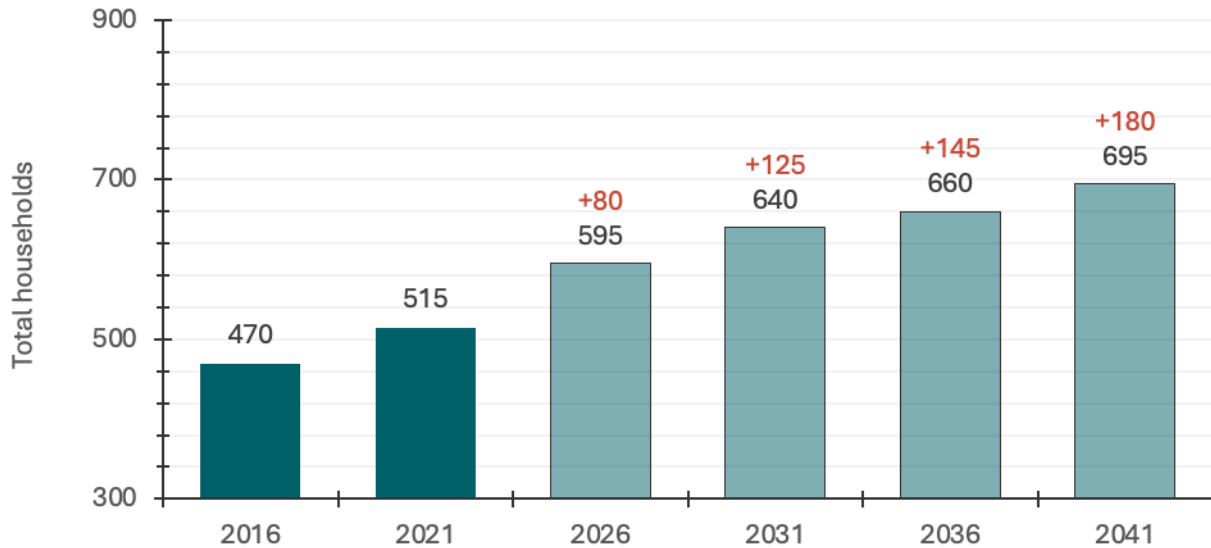
Statistics Canada defines a household as a person or group of persons sharing the same dwelling without another usual residence. A household is the highest-level descriptor of many unique living situations. Households are often categorized in this report by the primary household maintainer's age, which is the age of the person responsible for major expenses like rent, mortgage, taxes, and utilities. When multiple people share this responsibility, the first listed individual becomes the primary household maintainer.

2.2.1 Historical & Anticipated Households

Total households and the age distribution of maintainers are influenced by population changes, and driven by factors like relocations, preferences, and financial situations. Changes in household patterns typically align with broader population trends. Household growth is a key driver of housing demand. Since households need dwellings, projections are closely tied to the needed increase in housing stock to accommodate expected population changes. Economic and financial drivers, while influential, are excluded since they are difficult to predict, both in the near- and long-term.

Figure 2-3 illustrates each community's estimated historical households and the anticipated 20-year net growth in households.

Figure 2-3: Historical and anticipated households, net anticipated change of households since 2021



Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-2 summarizes historical shifts in total Kaslo households, providing insights into expected figures over the next two decades.

Table 2-2: Historical and anticipated households by primary maintainer age (BC Gov't projections)

	Total	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical households by primary maintainer age						
2016 households	470	0	85	190	175	15
2021 households	515	0	110	160	230	20
% change ('16-'21)	+10%	-	+29%	-16%	+31%	+33%
Anticipated households by primary maintainer age						
2026 households	595	0	115	170	280	25
% change ('21-'26)	+27%	-	+35%	-11%	+60%	+67%
2041 households	695	0	70	210	340	75
% change ('26-'41)	+17%	-	-39%	+24%	+21%	+200%
% change ('21-'41)	+35%	-	-36%	+31%	+48%	+275%

Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections, Turner Drake & Partners

- The province estimates that Kaslo had 515 households in 2021, up from 470 in 2016.
- Increases occurred across most age groups, with the largest growth among senior (65 to 84) and older senior (85+) led households.
- Total households may grow 35% between 2021 to 2041, reaching approximately 695. Greater relative change in total households versus total populations generally corresponds with an anticipated aging population. It is not uncommon for communities to have a higher rate of household growth than population growth. As a community ages, more people tend to live in smaller households (e.g. 1- or 2-person households rather than 3- or 4-person households.) This drives the average household size down and increases the number of households needed per capita.

2.2.2 Additional Household Characteristics

Table 2-3 summarizes the totals and distributions of households by their size per the 2016 and 2021 Censuses, as well as their respective tenure splits.

Household totals for 2016 and 2021 may differ between this and previous sections, as each section draws from different data sources with distinct purposes. This section relies on a custom Census dataset, purchased by the province from Statistics Canada, which provides more detailed information about households based on a 25% sample of the population. In contrast, the previous section’s household data is from a separate provincial dataset, included here as it is an input for the province’s prescribed unit demand calculations described later in the report.

Table 2-3: Historical households by household size and tenure share

2016 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	470	190	190	30	30	25	2
Share of total	100%	41%	41%	6%	6%	5%	
Owner households	77%	71%	89%	57%	67%	60%	1.9
Renter households	23%	29%	11%	43%	33%	40%	2.2
2021 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	525	225	190	60	25	30	1.9
Share of total	100%	42%	36%	11%	5%	6%	
Owner households	72%	66%	82%	54%	100%	100%	2
Renter households	28%	34%	18%	46%	0%	0%	1.8
% change ('16-'21)	+12%	+18%	+0%	+100%	-17%	+20%	

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- While the province reports a 13% change between 2016 and 2021, the Census indicates a slightly lower rate of 12% during the same period, which relates to the impacts of using two different datasets that also differ in their methodologies.
- Growth occurred among most of the defined household sizes, with the largest absolute growth amongst 1-person households.
- Continued growth from 2021 to 2023 (based on provincial numbers), particularly among 25- to 44-year and 65- to 84-year old led households, suggests that there may be concurrent increases in the number of younger adult couples and senior households. This could mean more 2 person households during that period (or even 3 or more if they are families with children or extended family).
- In 2021, the share of renter households grew. From 2016 to 2021, total renter households increased by 40, while owners increased by 20.
- Rates of rentership were highest among 3-person households in 2021, an atypical result as smaller households tend to have the largest percentage of renters. This is largely attributed to single person households generally earning less income and having less financial capacity to secure homeownership. With growth anticipated among the senior population, there is likely to be a corresponding increase in single person households and potentially renter households over the next two decades.

Table 2-4 summarizes the totals and distributions of households by their household family type per the 2016 and 2021 Censuses, as well as their respective tenure splits. Note that a “census-family with a child” includes both couples and lone parents. A “non-census family” refers to a household made up of a single person or unrelated individuals (i.e., roommates).

Table 2-4: Historical households by census-family type and tenure share

2016 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	470	150	105	210
Share of total	100%	32%	22%	45%
Owner households	77%	94%	59%	74%
Renter households	23%	6%	41%	26%
2021 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	525	170	125	230
Share of total	100%	32%	24%	44%
Owner households	72%	82%	67%	66%
Renter households	28%	18%	33%	34%
% change ('16-'21)	+12%	+13%	+19%	+10%

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- All household types experienced growth between 2016 to 2022, with equivalent numerical increases across all (20 households each).
- The fastest growing household type (from a percentage growth perspective) was families without children (i.e., couples), which grew by 19% over the five years. This is likely attributed to an increase of senior led households over the same time period.

2.3 INCOME

Income statistics are critically important for determining affordability. How much a household earns is the most important factor in determining what type and size of home the household can afford. A household's earnings are largely contingent on the characteristics and composition of the people making up the household (e.g., how old is the household, how many people are in the household, does a household own or rent their dwelling?) Most affordability calculations use median before-tax household, or the total income earned by a household before income taxes and other elements are deducted, as the primary input.

Key Definition

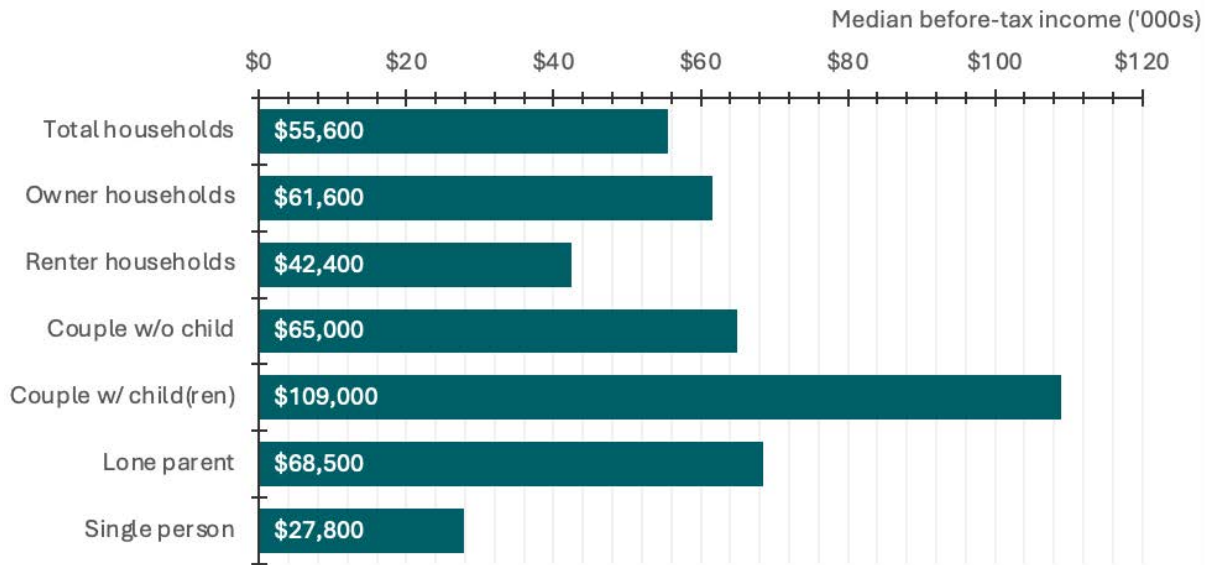
Median before-tax household income: the total income earned by a household before income taxes and other elements are deducted. Commonly used to determine housing affordability.

Note: Canadian Emergency Response Benefit (CERB) relief payments may have artificially boosted income data in the 2021 Census, obscuring some housing need. Though a necessary stimulus during the height of the COVID-19 pandemic, CERB temporarily raised the annual income for many residents of the RDCK, mostly in the lowest income brackets. Most households briefly pulled out of housing need by CERB likely returned to pre-COVID income levels after support programs ended.

2.3.1 Median before-tax household incomes

Figure 2-4 summarizes the median before-tax household incomes by tenure and household family type. Not all categories are displayed due to suppression, which is used by Statistics Canada to ensure confidentiality for small datasets.

Figure 2-4: Median before-tax household income by tenure and household family type, 2021



Source: BC Government purchased + Turner Drake purchased Custom Statistics Canada Census Tabulations

- In 2021, the median household earned \$55,600 before-tax, up 17% from 2016 (\$47,681). As noted above, this sharp increase is likely attributed to COVID-19 relief payments.
- Couples with children had the highest median annual income (\$109,000). Two or more person households are more likely to have a higher household income than single earners due to the increased likelihood of having two or more incomes.
- Owner households, which report a larger average household size, reported a higher median income than renter households.

2.3.2 Income categories

This report adopts methods used by UBC’s Housing Assessment Resource Tools (HART), which uses custom Statistics Canada Census tabulations to establish five household income categories that can help inform the share of the population most at risk of financial pressures related to housing. The categories are as follows:

- **Very low income:** 20% or less of area median household income (AMHI), generally equivalent to shelter allowance for income support recipients.
- **Low income:** 21-50% AMHI, generally equivalent to one full-time minimum wage job.
- **Moderate income:** 51-80% AMHI, generally equivalent to a starting salary, depending on the job and sector.
- **Median income:** 81-120% AMHI, representing the ‘middle class.’
- **High income:** More than 120% AMHI, the group with the greatest housing wealth

Table 2-5 summarizes the share of households that belong to each income category, and the approximate range of shelter costs that a household can afford. Note that the affordable shelter costs use Statistics Canada’s 30% shelter-cost-to-income ratio (i.e., affordability threshold), further adjusted to account for an assumed 25% of shelter costs being allocated to ancillary costs like insurance or utilities. In other words, the affordable shelter cost provided in the table represents only a rent or mortgage payment.

Table 2-5: Income category summary, 2021

Income category	Annual household income	Affordable shelter cost	Estimated share of total households
Very low income	≤ \$11,120	< \$210	3%
Low income	\$11,121 to \$27,800	\$210 to \$520	26%
Moderate income	\$27,801 to \$44,480	\$520 to \$835	15%
Median income	\$44,481 to \$66,720	\$835 to \$1,250	17%
High income	\$66,721 +	\$1,250 +	40%

Source: UBC Housing Assessment Resource Tools (HART)

- In 2021, about 40% of households earned a “high income,” and could afford monthly mortgage payments or rent of \$1,250 and higher.
- About 29% of households earn a “very low income” or “low income,” totalling about 150 households. These households can afford at most monthly mortgage payments or rent of \$520. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

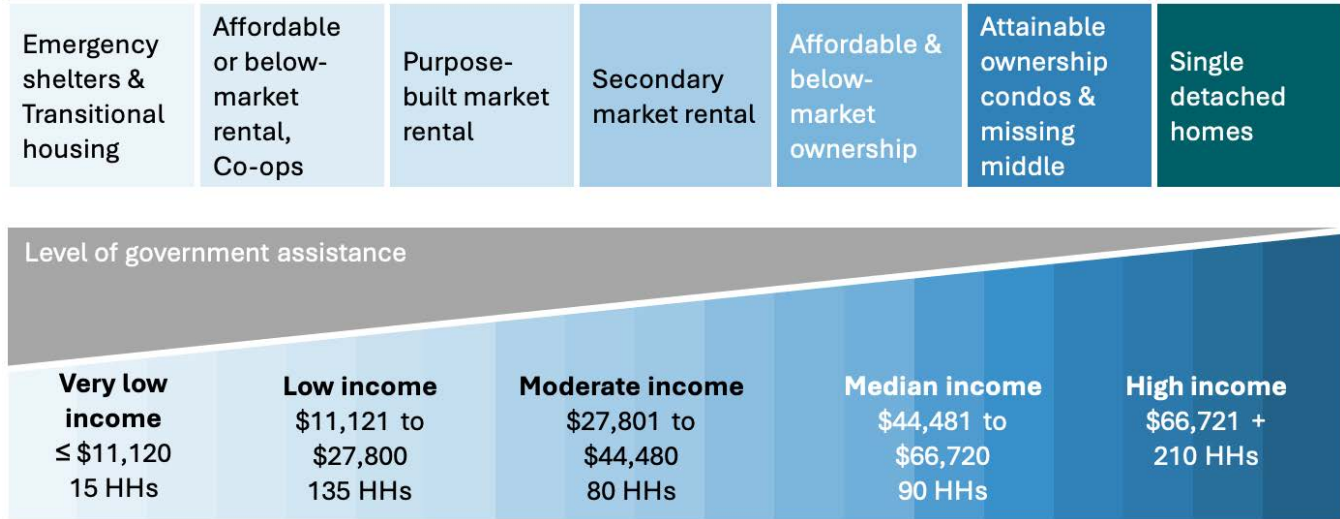
2.3.3 Income vs. Housing Continuum

Figure 2-5 illustrates a varied version of the housing continuum, originally created by the Canadian Mortgage and Housing Corporation (CMHC) and demonstrates how income categories and households within each category may align along this continuum.

It is difficult to determine the exact number of households that should occupy each type of housing given the specific circumstances of individual households are not known. However, this figure provides an estimate of the number of units needed to potentially accommodate the maximum number of households’ needs.

Around 150 local households with very low to low incomes (earning less than or equal to \$27,800), often single individuals, are at higher risk of needing emergency housing services due to sudden personal, physical, or financial changes.

Figure 2-5: Rough distribution of households on the housing continuum



3. Housing Profile

The 2021 Census recorded 583 total dwellings in Kaslo, of which 525 were occupied by usual residents. A usual resident is an owner or renter that lives in their dwelling more than half of the year, which qualifies the dwelling as their primary place of residence. Conversely, a non-usual resident occupied dwelling could include a recreational property, short-term rental, or unoccupied dwelling.

Given these numbers, it is estimated that about 10% of local dwellings may have been used for purposes other than permanent occupation. In 2016, this number was about 15%, suggesting that more people are moving to Kaslo to make it their primary residence.

Table 3-1 summarises the totals and distribution by structure type for Kaslo.

Table 3-1: Dwellings occupied by usual residents by structural type and tenure, 2021

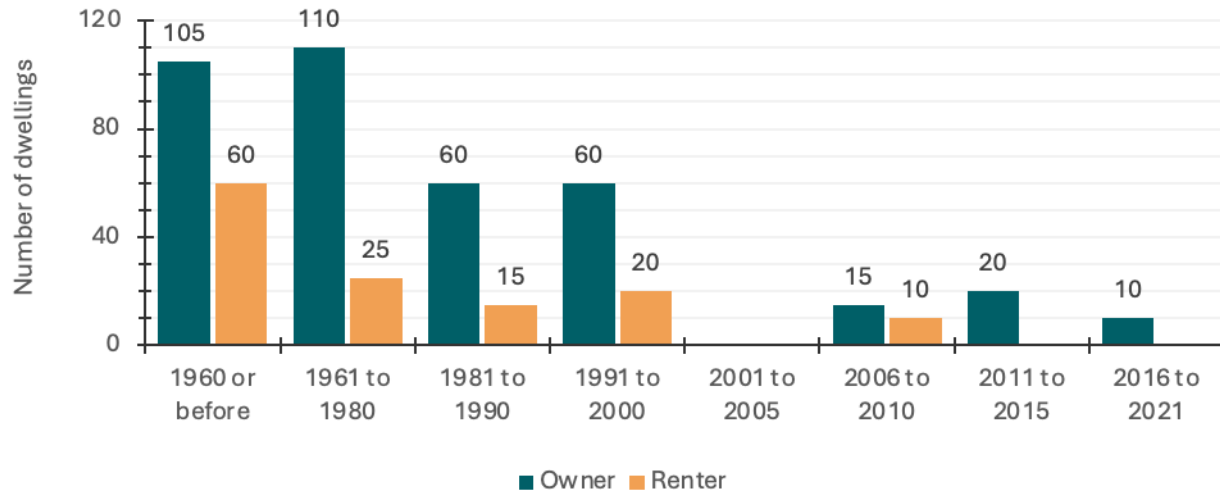
	Total	Single	Row	Semi	Duplex	Apt (<5 floors)	Apt (5+ floors)	Mobile
Total	525	465	0	0	10	40	0	0
Share	100%	89%	0%	0%	2%	8%	0%	0%
Owner	72%	77%	-	-	0%	25%	-	-
Renter	28%	23%	-	-	100%	75%	-	-

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Single-detached homes account for almost 90% of the housing supply (465 units), followed by apartments at 8% (40 units).

Figure 3-1 shows the distribution of the current dwelling stock by its age of construction. For the years that display no construction activity, this may not mean that no construction occurred, but instead that the volume of construction was small enough to either be suppressed by Statistics Canada for confidentiality or was rounded to 0. In either case, the lack of a reported value suggests slow construction activity.

Figure 3-1: Dwellings occupied by usual residents by age of construction and tenure, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Almost 60% of local dwellings were built before the 1980s, a trend consistent for both owner and renter occupied dwellings. About 28% of dwellings were built between 1981 and 2000, with the remainder (12%) constructed after 2000.

3.1 RECENT DWELLING PERMIT ACTIVITY

Historical permit data indicates that the Village of Kaslo processed or built 43 units from 2017 to 2023. Among the units permitted was a 10-unit, three-storey apartment building. Twenty-three units were homes, five were secondary suites, and four were duplex units. Since 2017, Kaslo permitted about five units annually, which is above the rate identified by the Statistics Canada construction data by age.

3.2 PROPERTY OWNERSHIP

The Census identified that approximately 10% of dwellings were reported as not being occupied by a usual resident in 2021. While a useful number to quantify the relationship between permanently and non-permanently occupied dwellings, Statistics Canada does not offer much in terms of who owns these non-permanent dwellings. Despite the lack of detailed data, some initiatives from Statistics Canada – particularly the Canadian Housing Statistics Program – provide some insights into local property ownership.

Key Definitions

Investment property: A property owned by someone that is not identified as a primary place of residence by the owner.

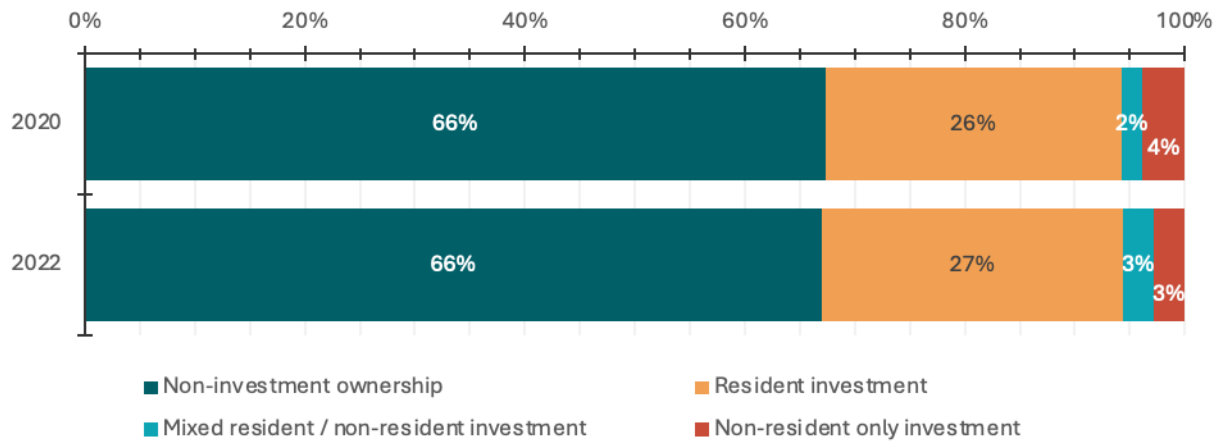
Non-investment property: A property owned and occupied by the owner.

Resident: A person who lives in Canada as their primary country of residence.

Non-resident: A person who does not live in Canada as their primary country of residence.

Figure 3-2 illustrates how the distribution of improved residential property ownership (i.e., a property with a dwelling on it) has changed from 2020 to 2022; specifically; what share of properties are owned locally, by residents of Canada, and by non-residents of Canada. Note that values may not equal 100% due to rounding.

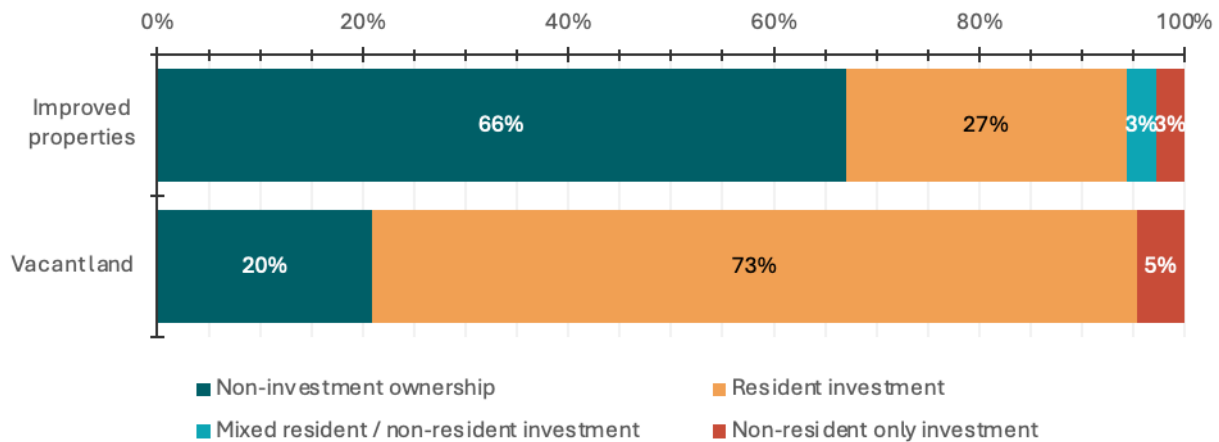
Figure 3-2: Share of local residential improved properties by ownership type



Source: Canadian Housing Statistics Program

Figure 3-3 illustrates how the distribution of ownership differs between an improved residential property and vacant land intended to be residential in 2022 (the most recent year collected). Note that values may not equal 100% due to rounding.

Figure 3-3: Share of local residential improved properties versus vacant residential properties by ownership type, 2022



Source: Canadian Housing Statistics Program

- About 32% of properties with a dwelling were classified as “investments” by Statistics Canada in 2020. Included in this percentage are permanently occupied rental properties owned by someone who may or may not have lived.

- In the same year, about 4% of dwellings were owned entirely by someone who does not live in Canada full-time.
- By 2022, the share of non-resident participants remained the same at 6%, but with a slight shift towards mixed ownership (i.e., combined ownership between resident and non-resident owners). Concurrently, the share of resident investor owned residential property increased marginally from 26% to 27%.
- Vacant properties intended for residential uses were majority owned by resident investors, which could include locals or people elsewhere in Canada.

3.3 RENTAL UNIVERSE

The rental universe includes a variety of different types of rental housing, most commonly categorized as either primary market, secondary market, or non-market rental housing.

CMHC’s Rental Market Survey provides detailed data on the primary rental market (i.e., purpose-built rentals with 3+ units). Unfortunately, CMHC only surveys communities with a population of larger than 10,000 people. Because the Village of Kaslo does not meet the minimum community size requirements, there is limited available data specific to the Village’s primary rental market.

Figure 3-4 summarizes the distribution of the local rental stock based on housing types identified in the Census, including what may be considered secondary rental market apartments (i.e. rental units that are not in a purpose-built rental building.) Non-market rental units are not delineated in the Census, but are covered more fully in section 3.5 of this report.

Key Definitions

Primary Market Rental: Purpose-built rental buildings with at least three rental units. These units are privately initiated, usually with the intention of being offered for rent at market rates.

Secondary Market Rental: All privately rented homes not categorized as primary market rentals. Can include: Rented detached homes, duplexes, semi-detached homes or row homes, rented freehold row/town homes, rented accessory apartments or suites, and rented condominiums.

Figure 3-4: Estimated overall rental universe by dwelling type, 2021



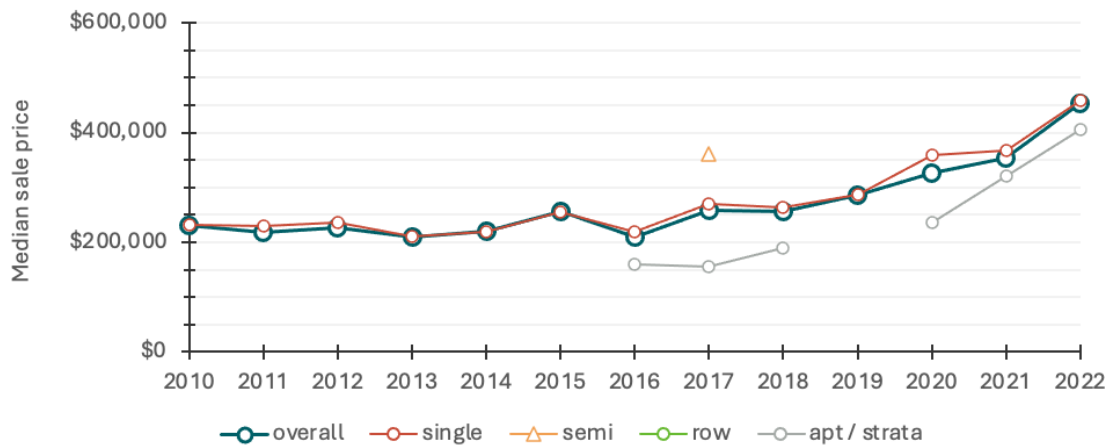
Source: BC Government purchased Custom Statistics Canada Census Tabulations

3.4 MARKET HOUSING

3.4.1 Home price trends

Figure 3-5 illustrates historical median home prices by dwelling type. The data is sourced from BC Assessment’s historical revised rolls, which include sales information up to and including 2022. The dwelling types provided by BC Assessment have been reclassified to align with the categories used by Statistics Canada in their Census questionnaire.

Figure 3-5: Annual median sale price by dwelling type



Source: derived from BC Assessment

Table 3-2 offers the same data, but this time it presents the percentage change in median home prices by dwelling type over specific time intervals. Key findings include:

Table 3-2: Sale price and percentage change by dwelling type and select years

	Sale price				Percent change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Overall	\$231,300	\$210,200	\$286,800	\$452,400	-9%	+36%	+58%
Single-detached	\$231,300	\$219,500	\$286,800	\$457,500	-5%	+31%	+60%
Apartment / strata	-	\$160,000	-	\$406,300	-	-	-

Source: derived from BC Assessment

- House prices depreciated slightly from 2010 to 2016, which is opposite of what most communities within BC, and specifically the RDCK, experienced within this time frame.
- Price escalations became more significant after 2016, rising 36% between 2016 and 2019. Escalations ramped up even further post-2019, rising another 58% from 2019 to 2022.
- By 2022, the median home price had reached \$452,400.

3.4.2 Homeownership attainability

Figure 3-6 compares the median home price in Kaslo to the estimated price different household types earning the median income could afford. An “affordable price” is set using a variety of mortgage assumptions and the median annual income of each household family type. The purpose is to highlight the impact of changing local incomes and prices on affordability.

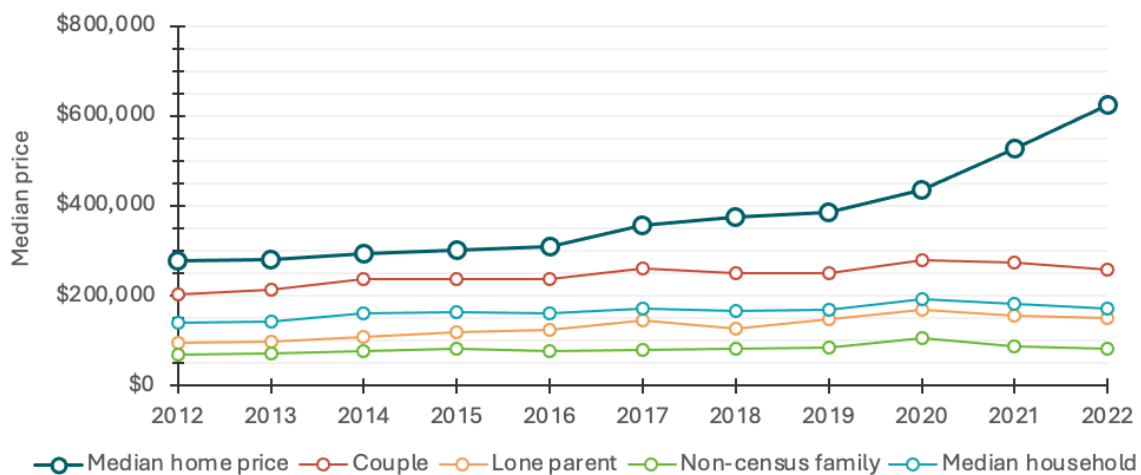
Assumptions

- Amortization period = 25 years
- Payment frequency = monthly
- Interest rate = prevailing (at given year) average weekly rate for 5-year fixed mortgage
- Down payment = 10%
- CMHC insurance = 3.10%
- Income used for shelter expenses = 30%
- Ancillary shelter costs = 25%
- Direct shelter costs (for a mortgage payment or rent) = 1 – ancillary = 75%

Calculations

- Collect 2021 median before-tax household incomes by household type, income bracket ranges, and income category ranges, as well as total households by characteristic.
- Estimate an affordable monthly payment using affordability assumptions above (i.e., $\text{income} \times 30\% \times [1 - 25\%] = \text{monthly payment}$).
- Convert the affordable monthly payment to an affordable purchase price, based on mortgage and down payment assumptions.
- Collect the 2022 median purchase prices by dwelling type.
- Compare median purchase prices to household budgets. If budget is below, a household’s income cannot afford the purchase price.

Figure 3-6: Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, custom Statistics Canada dataset4 and mortgage assumptions

4 Statistics Canada. Table 11-10-0012-01 Distribution of total income by census family type and age of older partner, parent or individual. DOI: <https://doi.org/10.25318/1110001201-eng>

- From 2012 to 2016, the median couple household was the only defined household type to be able to afford the median house price. Couple households were the most capable of accessing housing given the likelihood of having a dual income.
- Since 2016, the median price of a home has become increasingly out of reach for all median household types, with the largest widening occurring after 2021.
- Notably, the gap between the median house price and the affordable threshold for the median household was approximately \$23,800 in 2016. The gap widened to \$259,000 in 2022.
- Homeownership attainability data highlights the notable disparity between growth in prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Important note: The gap between the affordable purchase price and actual price reflects the median. There are individuals or households who face significantly greater and significantly less financial challenges related to their shelter. As of 2021, 8% of owner households in Kaslo reported not reasonably affording where they live (see Section 4.1 for more details).

3.5 NON-MARKET HOUSING

Non-market housing encompasses all forms of housing not subject to market forces. This includes public or social housing, affordable housing offered by non-profit organizations, and transitional and emergency shelters, among others.

Table 3-3 provides an overview of the current housing and program offerings within the municipality, as reported by BC Housing in March 2024. Please note that “XX” indicates that a unit of housing or programming may exist but is kept confidential to ensure the identity of an individual or household is not compromised.

Table 3-3: Summary of local non-market housing and programs, March 2024

Emergency Shelter and Housing for the Homeless		Transitional Supported and Assisted Living	
Homeless housed	0	Supportive seniors housing	XX
Homeless rent supplements	0	Special needs	XX
Homeless shelters	0	Women & children fleeing violence	XX
Total	0	Total	1

Independent Social Housing		Rent Assistance in Private Market	
Low income families	XX	Rent assistance for families	XX
Low income seniors	XX	Rent assistance for seniors	XX
Total	20	Canada Housing Benefit recipient	XX
		Total	11

Source: BC Housing

- The Village of Kaslo is not the non-market housing centre of the RDCK, but still offers supply to the region’s inventory of units, programs, and services.
- There are 20 low-income units, 1 transitional supported / assisted living unit and 11 recipients of rent assistance.
- In total, Kaslo serves 32 of the 1,323 RDCK residents / households who are receiving housing assistance.

4. Housing Need

4.1 HOUSING CRITERIA

CMHC's Core Housing Need (CHN) metric measures three critical housing criteria and whether reasonable alternatives exist in the market. A household is in core housing need if its housing does not meet one or more of the following standards:

Adequate

Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.

Suitable

Housing is considered suitable when there are enough bedrooms for the size and make-up of resident households. This is according to National Occupancy Standard (NOS) requirements.

Affordable

An affordable home costs less than 30% of the occupying household's before-tax household income.

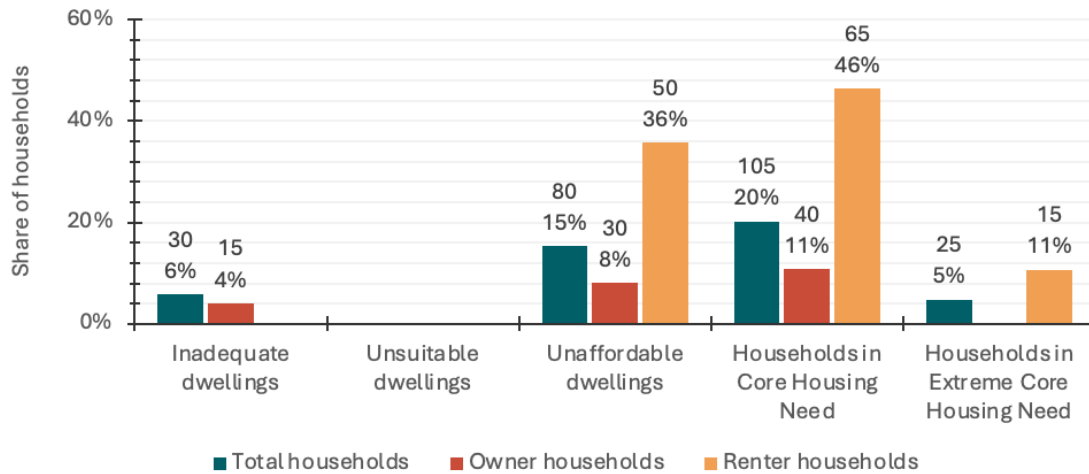
Acceptable housing is adequate in condition, suitable in size, and affordable. An added metric is "Extreme Core Housing Need (ECHN)," which refers to a household paying more than 50% of their income on shelter costs.

Historically, unaffordability has contributed the most to rates of CHN. However, a household in an unaffordable home does not necessarily mean they are experiencing CHN. CHN also considers whether affordable alternatives exist. In other words, CHN accounts for and does not include households living in an unaffordable home by choice (e.g., buying a home that is expensive now, but may be affordable later as the household income grows.)

4.2 HOUSING NEED BY TENURE

Figure 4-1 shows the rates of inadequacy, unsuitability, unaffordability, CHN, and ECHN for all households as well as households by tenure. Note that blanks exist where the data showed zeros, which are assumed to be cases of suppression resulting from Statistics Canada's rounding practices to protect confidentiality.

Figure 4-1: Share of households experiencing a specific housing indicator by tenure, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- In 2021, about 6% of households in Kaslo required major repairs. Data is unavailable for unsuitability (i.e., households facing overcrowding).
- Unaffordability is the housing indicator that is often most prevalent among households. In Kaslo, 15% of households lived in unaffordable circumstances.
- Renter households are most severely affected by unaffordability (36%), Core Housing Need (46%), and Extreme Core Housing Need (11%). This is largely related to a higher number of single income earners living in rental households. However, higher core need than unaffordability indicates that many need both quality and space interventions to improve their housing condition.

4.3 ENERGY POVERTY

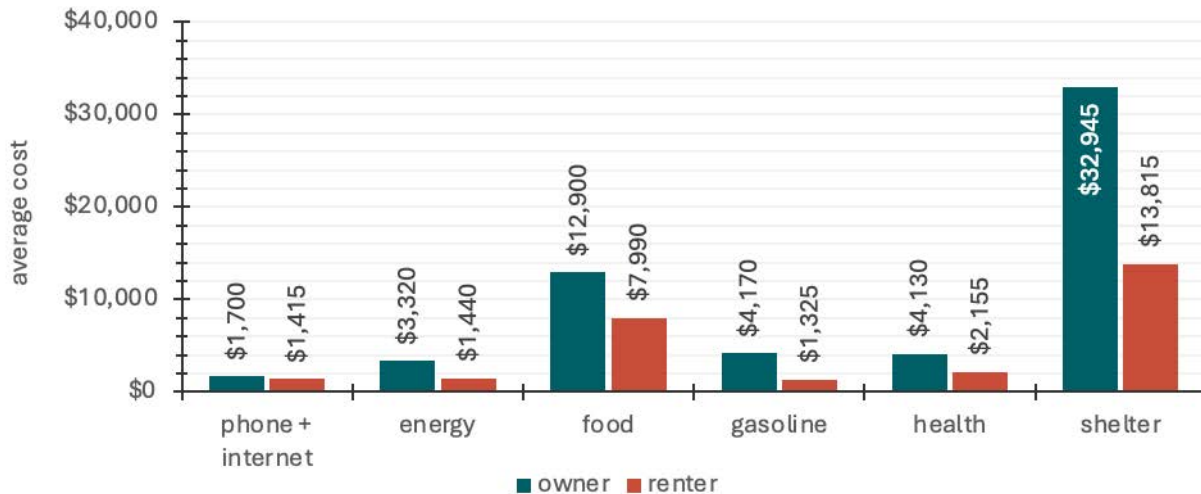
There are several expenses that contribute to the overall cost of housing. While these costs have always been a critical factor in determining a home’s affordability, recent years of high inflation have brought household expenses to the forefront – namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households into “energy poverty.”

According to the Canadian Urban Sustainability Practitioners (CUSP), energy poverty refers to the experience of households or communities that struggle to heat and cool their homes and power their lights and appliances. Canadian academics have developed three key thresholds to define a disproportionate energy cost burden relative to a household’s average after-tax income. A home is considered in energy poverty if it meets any of the following criteria:

1. Spending more than 6% of after-tax income on utilities,
2. spending more than 4% of after-tax income on fuel used for transportation, and
3. spending more than 10% of after-tax income for the combined of (1) and (2).

Figure 4-2 illustrates selected average annual living cost estimates for owning and renting households in Kaslo, inclusive of energy and gasoline costs. These estimates are produced using Statistics Canada’s 2019 Household Spending Survey data, adjusted by inflation and estimated locally based on distributions of dwelling structure types.

Figure 4-2: Average annual living expenses, 2023



Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- Shelter cost estimates are the most expensive item for a household. The typical household pays approximately \$13,800 annually on rent or \$33,000 on a mortgage. Both figures include ancillary costs like insurance, condo fees, and taxes (if applicable).
- Food costs are the second-highest expense. With owner households generally having a higher average number of people, their reported average annual food cost is noticeably higher.
- To avoid being considered in “energy poverty,” a renter household would require an after-tax income of at least \$24,000 to afford the average annual energy bill, while an owner household would require an income of at least \$55,300.
- To consider vehicle gasoline costs affordable, a renter household would need an after-tax income of \$33,100, and an owner household would need \$104,300.
- Based on after-tax household incomes reported by Statistics Canada in 2021 (\$42,000 and \$61,200), the most burdensome energy costs for households are vehicle expenses. This is due to the vast geographies that many residents must regularly travel.

It is important to note that results for energy poverty may be underrepresented, as they cannot quantify whether households are living comfortably or just scraping by. The closer a household is to the energy poverty line, the greater the likelihood that they must make concessions in comfort to reduce energy costs.

5. Anticipated Housing Demand

5.1 DEMAND BY COMPONENT

In June 2024, the Province of British Columbia released a standardized HNR demand calculation methodology. The HNR Method estimates the total number of housing units required to address a community’s current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of six components (labeled A through F in Table 5-1). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

It is important to note that the HNR demand calculation methodology does not consider the unique challenges to development in Kaslo, such as servicing limitations/constraints, high construction costs, the availability of trades, and planning staff capacity, among other factors. Coordinated growth management planning with the RDCK, funding from senior levels of government, and creative solutions to densification will all be required to support the Village of Kaslo to meet anticipated demand.

Table 5-1 provides a summary of the result for each component of the HNR Method for the Village of Kaslo over the next 5 and 20 years, as required by legislation.

Table 5-1: Anticipated housing demand by anticipated period and component

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.	3	11
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.	3	7
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment.	10	40
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for municipalities is based on the average of local and regional projections (thus, population / household growth trends discussed above may not follow the same trajectory as dwelling projections) and electoral areas use solely regional projections.	71	178

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates.	1	3
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand factor is based on a ratio of housing price to housing density, and is calculated for each applicable community.	14	57
TOTAL:			102	295

Source: HNR demand calculation methodology ([link](#))

HNR Method Considerations

The HNR method prescribed by the BC Government is a standardized demand calculation methodology to ensure that all local governments produce consistent and comparable assessments of their housing need. This methodology works better for some areas than others. For municipalities with a small population base, the methodology is likely to result in an overestimate of demand. No projections are perfect, which is why the provincial legislation requires that municipalities repeat them every five years (as new information and data becomes available) as part of the HNR updates. The purpose of these projections is to serve as a target for municipalities to consider when assessing their zoning capacity to prepare for potential housing demand.

While it is required by legislation to report both the 5- and 20-year demand, the BC government is more interested in the 20-year projection. The short-term projection was a focus of the previous iteration of the HNR legislation which has since been revised to encourage communities to align housing projections with long term planning policies and tools (e.g., official community plans, zoning bylaws).

- The results indicate that Kaslo may need to build 102 units by 2026 and 295 units by 2041. While much of the demand will come from future growth, the number of suppressed households since 2006 and the demand buffer adjustment also contribute significantly.
- Components A, B, C, and E attempt to catalog unmet “current” demand, and thus serve as an estimate of the existing housing shortage (without considering any changes since 2021, which is the reference year).

5.2 DISTRIBUTION OF DEMAND

5.2.1 Housing price model and dwelling size

An adaptation of the HNR Method provides a rough idea of current market and non-market housing demand and what Kaslo can expect over the 20-year projection period. HNR Method guidelines do not prescribe how to perform this analysis, which could allow for more community level discretion.

Table 5-2 summarizes the results of applying the dwelling size distributions discussed in the **2024 Regional District of Central Kootenay Housing Needs Report** to project demand in the Village of Kaslo. The outcome of this analysis is a table outlining anticipated demand, disaggregated by the number of bedrooms and intended market / price model. Note that non-market housing has been further separated into “affordable / below-market” housing (i.e., housing explicitly offered at prices below market, like the 80% of Median Market Rent criteria described by CMHC funding opportunities or rent-geared to income housing) and “deeply affordable” housing (i.e., rents offered at the shelter rate of income assistance, often combined with support services).

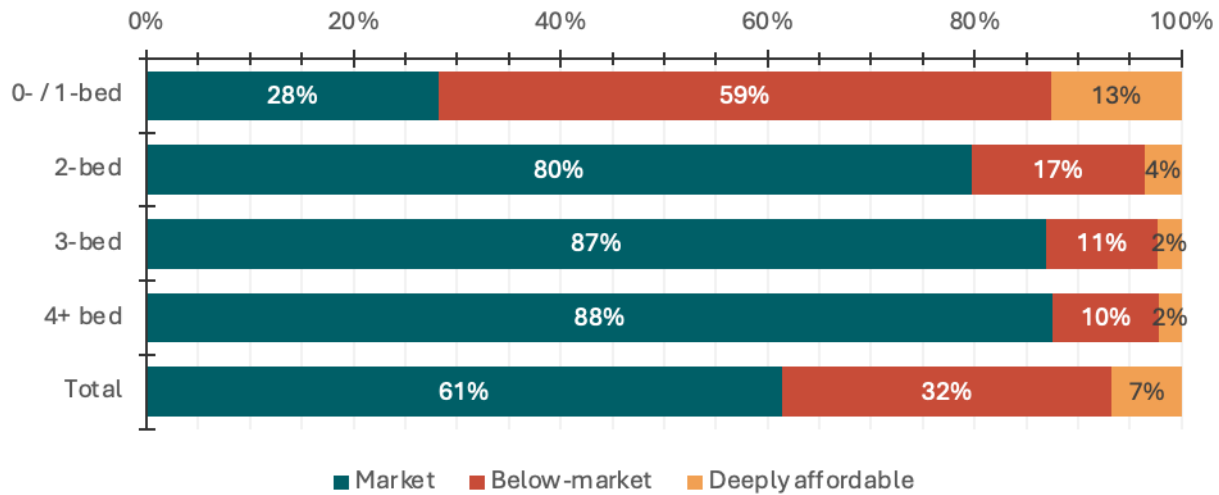
To distinguish what portion of the community might benefit from non-market housing, HART’s income categories and how they overlap across the housing continuum are considered. Briefly, we apply the historical proportions of households earning “very low” and “low” incomes to demand totals. The demand for deeply affordable and below-market units represents these respective income categories.

Table 5-2: Anticipated demand disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	12	34	24	71	5	15	41	120
2-bed	20	57	4	12	1	3	25	71
3-bed	18	53	3	7	1	1	21	62
4+ bed	13	37	2	4	0	1	15	42
Total	63	181	32	94	7	20	102	295

Figure 5-1 illustrates the distributions of the above price models by the number of bedrooms to show what dwelling sizes are best targeted by market or non-market interventions.

Figure 5-1: Distribution of price model demand by number of bedrooms, 2041



- The 5- and 20-year demand projections suggest a need for 102 and 295 units, respectively.
- Market housing should remain the primary contributor to the local inventory, though there is a clear need for non-market interventions. By 2041, Kaslo may need 94 affordable / below-market offerings and 20 additional deeply affordable units.
- Engagement respondents expressed the importance of ensuring all demographics have access to non-market, affordable housing options in the communities they live in.
- As suggested by the calculated shares of units by number of bedrooms, market housing demand will likely focus more on 2- and 3-bedroom units; whereas, non-market solutions may distribute more to 0- and 1-bedroom dwellings.

5.2.2 Housing price model and tenure

For the most part, the market will ultimately decide whether new dwellings are built for rental or ownership based on prices and preferences. However, adapting data to estimate how demand might be distributed between owner and renters is useful for understanding which price models might be most needed over time.

Table 5-3 showcases the results of this analysis (with greater detail in the regional housing report, highlighting how different forms of housing may be distributed by size).

Table 5-3: Anticipated demand disaggregated by anticipated price model and tenure

Price model:	5-year (by 2026)		20-year (by 2041)	
	Owner	Renter	Owner	Renter
Market housing	46	17	134	47
Affordable / below-market	13	19	38	56
Deeply affordable	0	7	0	20
Total	59	43	172	123

- While it is likely that market housing demand will mainly be for owner-occupied housing, there is a notable forecasted interest in expanding the local market rental inventory.
- Non-market solutions typically take the form of rentals, but data suggests there could be demand for below-market ownership options, which could mean considering alternative forms of ownership such as co-operatives or community land trusts if funding and support programs materialize.

6. Bill 44 Analysis and Recommendations

Bill 44 – Housing Statutes (Residential Development) Amendment Act includes a suite of legislative changes to the local government land use planning framework aimed at providing additional housing in British Columbia communities. As previously noted, all local governments are now required to use a standardized projection method to understand housing needs over the next 5 and 20 years. The new legislation mandates that municipalities update Official Community Plans (OCPs) and zoning bylaws to permit the total anticipated housing demand over at least the next 20 years, as identified by the HNR Method. OCPs must also include policies that address a wide range of housing types (e.g. affordable housing, rental housing, seniors housing, family housing, etc.). Local governments must complete their first review and OCP update based on the interim HNR projections by December 31, 2025.

Bill 44 also includes legislative amendments that require local government bylaws to allow for small-scale, multi-unit housing (SSMUH). SSMUH describes a range of housing units that can provide attainable housing for middle-income families, including secondary suites in single family dwellings, detached accessory dwelling units, triplexes, townhomes, and house-plexes. Local governments were required to update their bylaws by June 30, 2024, to accommodate SSMUH.

To support the Village of Kaslo to complete the required OCP and corresponding zoning bylaw updates, the consulting team has identified several best practices and considerations for meeting the requirements of Bill 44. The team reviewed the Kaslo OCP and identified areas for policy intervention, outlined in Table 6-1. It is important to note that this review is a starting point for staff and should not be considered a complete review. A full OCP update with specific policy recommendations is outside the scope of a typical HNR.

Table 6-1: Bill 44 best practices and considerations for legislated OCP updates

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Low density language in the OCP (often referred to as “traditional residential or “stable residential”) should explicitly support various forms of missing middle and small scale multi-residential. No zones/ areas within the Village should exclusively allow single detached dwellings or single-family homes.</p>	<p>The Village of Kaslo OCP language largely aligns with best practices for supporting a variety of housing types within residential neighborhoods. For example, Policy 5.1.2.2 encourages “higher density (multi-unit) residential development in some areas to encourage the highest and best use of land and infrastructure” as a general residential objective.</p> <p>The OCP is clear in encouraging increased residential density in areas that have adequate services.</p> <p>Policy 5.3.2.2: “Encourage increased residential density for properties that are fully serviced by municipal sewer.”</p> <p>The Village of Kaslo OCP also encourages the development of various forms of missing middle and small scale multi-residential.</p> <p>Policy 5.3.3.1 states that the Village will “permit development of carriage houses and secondary suites through zoning regulations.”</p>	<p>No recommendations – existing language in the OCP is aligned with the best practice.</p>
<p>Consider allowing purpose built rental apartments in several areas in the Village rather than solely in growth/core/arterials. This could encourage more purpose-built rentals in areas throughout the Village. This type of housing is important for a community as it is often the only form of housing that is accessible to lower-income families, seniors, and young people.</p>	<p>The Village of Kaslo OCP encourages a variety of housing types and development opportunities that will be distributed across multiple neighborhoods, while explicitly identifying a need for affordable rental housing in Section 3.4. Residential Characteristics.</p> <p>However, the OCP does not explicitly reference any policies or language related to encouraging the development of purpose-built rental apartments.</p>	<p>Add a new policy in Sections 4.2 General Form and Character of Existing and Future Land Use, and Section 5 Residential Areas to encourage the explicit development of multi-unit purpose-built rentals apartments.</p> <p>Add policy in 5.2 Neighbourhood Residential and 5.3 Core Residential to explicitly encourage the development of multi-unit purpose built rental apartments.</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Ensure Development Permit Area (DPA) policies and guidelines do not unreasonably prohibit or restrict SSMUH development. According to the provincial policy manual, local governments are discouraged from using DPAs to regulate form and character of SSMUH development in all but exceptional circumstances. It is recommended to amend existing DPAs to remove SSMUH developments from intensive or multi-family residential definitions.</p>	<p>The Village of Kaslo OCP does not unreasonably prohibit or restrict SSMUH development. However, stronger language and clear policies regarding the exemption of SSMUH development from form and character regulation could be included to better encourage SSMUH development.</p>	<p>Revise Policy 16.3.4.2: "Single-family dwelling and duplex residential development are not subject to the Heritage and Commercial Core DPA" to include secondary suites, accessory dwelling units, triplexes, townhomes, and row homes.</p>
<p>Life-cycle costs of infrastructure and servicing are significantly more cost-efficient when growth occurs in existing neighbourhoods, and within urban containment boundaries, compared to sprawl. Consider focusing growth in areas that are already serviced.</p>	<p>The OCP policies align with, and take into consideration, this best practice as it notes that new development in the Village should occur within serviced areas that have adjacent or nearby services and infrastructure including water, sewer, and roads. Policy examples are noted below.</p> <p>Policy 17.1. D: "Encourage mixed use and medium density development in lands adjacent to where services and amenities are available."</p> <p>Policy 5.1.2.2: "Encourage higher density (multi-unit) residential development in some areas to encourage the highest and best use of land and infrastructure."</p> <p>Policy 5.3.2.2: "Encourage increased residential density for properties that are fully serviced by municipal sewer."</p>	<p>No recommendations – existing language in the OCP is aligned with the best practice.</p>

7. Conclusion

The Village of Kaslo's housing landscape is evolving, driven by a notable increase in both population and households from 2016 to 2021. This growth trend is expected to continue through the next two decades, leading to a sustained rise in housing demand.

Population expansion has coincided with sustained price increases in recent years, with the median home price appreciating 58% between 2019 and 2022. This has exacerbated housing affordability challenges overall and increased strain on alternatives in the rental market. Expected low RDCK rental vacancy and a connected low rental supply should further challenge residents looking for rental units.

In 2021, approximately 15% of local households in Kaslo lived in unaffordable circumstances. Thus, meeting the demand for affordable housing options in the community is crucial. Estimates suggest that about 104 subsidized units could be required over the next 20 years to meet the needs of those most vulnerable. Overall, the Village of Kaslo may require an additional 295 total housing units be built by 2041 to mitigate existing and future market imbalances.

The Village of Kaslo recognizes that housing and future growth is a key topic for residents. Many residents are supportive of initiatives to increase density and add affordable housing options in their community. Village staff and leadership have shown their commitment to increasing non-market housing units by selling municipal land for a nominal fee in 2022 for an affordable housing project. The Village should continue to explore options to partner with local housing operators to facilitate non-market housing construction on Village-owned land.

The data presented here is intended to support and supplement the important work already being undertaken by the Village and its partners. Though it will be challenging, the Village of Kaslo, with support from the RDCK, non-profit and private partners, and senior levels of government, is more than capable of addressing the housing needs outlined in this report.

Consulting support from:



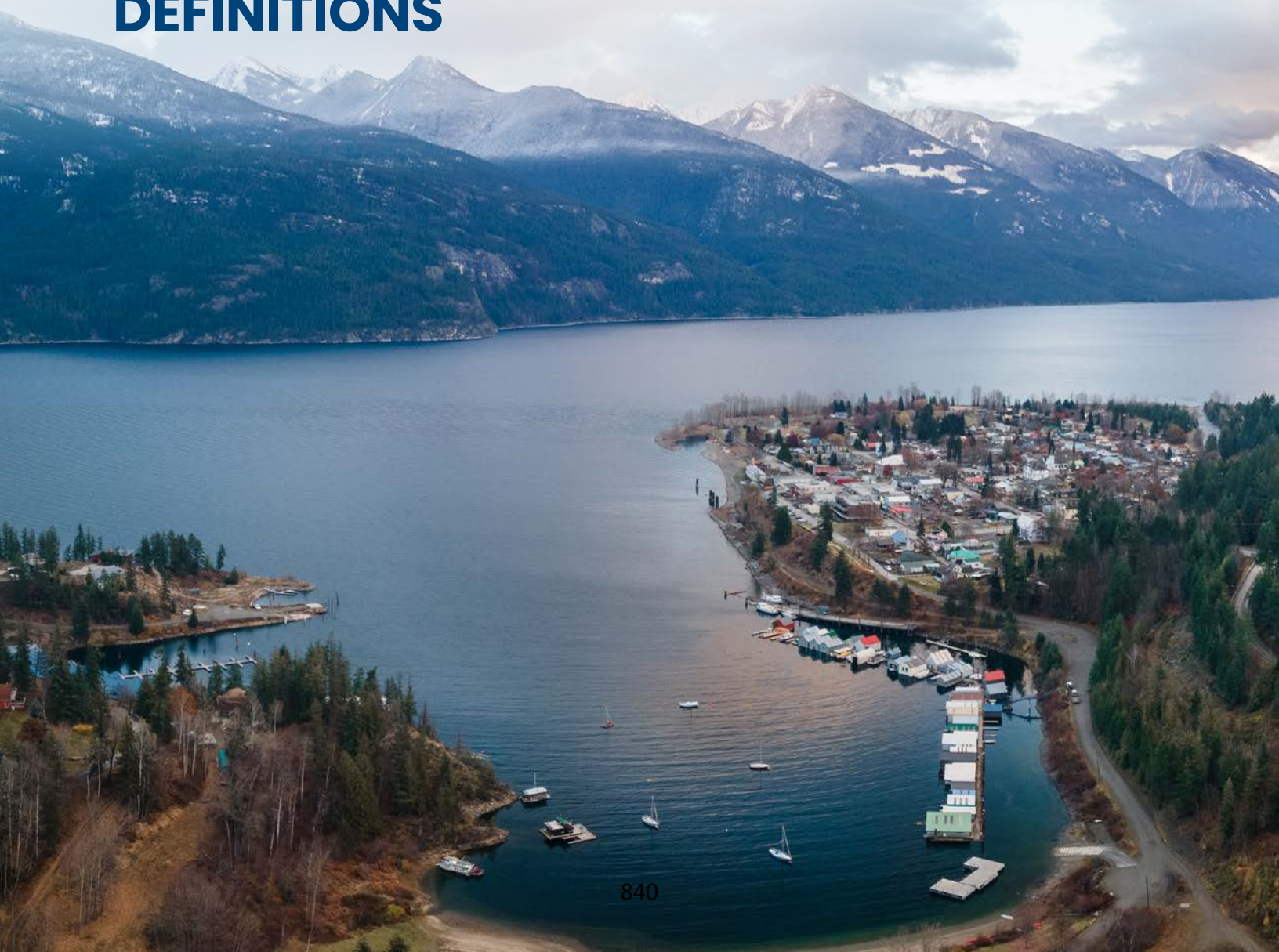


Village of
Kaslo

Village of Kaslo Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

APPENDIX A: **DEFINITIONS**



Definitions

“bedrooms” refer to rooms in a private dwelling that are designed mainly for sleeping purposes even if they are now used for other purposes, such as guest rooms and television rooms. Also included are rooms used as bedrooms now, even if they were not originally built as bedrooms, such as bedrooms in a finished basement. Bedrooms exclude rooms designed for another use during the day such as dining rooms and living rooms even if they may be used for sleeping purposes at night. By definition, one-room private dwellings such as bachelor or studio apartments have zero bedrooms;

“census” means a census of population undertaken under the Statistics Act (Canada);

“census family” is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex;

“components of demographic growth” refers to any of the classes of events generating population movement variations. Births, deaths, migration, marriages, divorces, and new widowhoods are the components responsible for the variations since they alter either the total population or the age, sex, and marital status distribution of the population:

“emigrant” refers to a Canadian citizen or immigrant who has left Canada to establish a permanent residence in another country.

“immigrant” refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities;

“interprovincial migration” refers to movement from one province or territory to another involving a permanent change in residence. A person who takes up residence in another province or territory is an out-migrant with reference to the province or territory of origin and an in-migrant with reference to the province or territory of destination;

“intraprovincial migration” refers to movement from one region to another within the same province or territory involving a permanent change of residence. A person who takes up residence in another region is an out-migrant with reference to the region of origin and an in-migrant with reference to the region of destination;

“non-permanent residents” refers to persons who are lawfully in Canada on a temporary basis under the authority of a temporary resident permit, along with members of their family living with them. Non-permanent residents include foreign workers, foreign students, the humanitarian population and other temporary residents;

“core housing need” is when housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards;

“adequate housing” means that, according to the residents within the dwelling, no major repairs are required for proper use and enjoyment of said dwelling;

“affordable housing” means that household shelter costs equate to less than 30% of total before-tax household income;

“suitable housing” means that a dwelling has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements;

“dwelling” is defined as a set of living quarters. Two types of dwelling are identified in the Census, collective dwellings and private dwellings. The former pertains to dwellings which are institutional, communal or commercial in nature. The latter, Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons;

“private dwelling occupied by usual residents” refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

“private dwelling not occupied by usual residents” refers to a private dwelling which is not considered the primary place of residence of a household over a calendar year.

“dwelling type” means the structural characteristics or dwelling configuration of a housing unit, such as, but not limited to, the housing unit being a single-detached house, a semi-detached house, a row house, an apartment in a duplex or in a building that has a certain number of storeys, or a mobile home;

“single-detached house” means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house;

“semi-detached house” means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides;

“row house” means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses;

“duplex” (also known as apartment or flat in a duplex) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings;

“apartment in a building that has five or more storeys” means a dwelling unit in a high-rise apartment building which has five or more storeys;

“apartment in a building that has fewer than five storeys” means a dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys;

“mobile home” means a single dwelling, designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation pad and may be covered by a skirt;

“extreme core housing need” has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

“household” refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad;

“owner household” refers to a private household where some member of the household owns the dwelling, even if it is still being paid for;

“renter household” refers to private households where no member of the household owns their dwelling. The dwelling is considered to be rented even if no cash rent is paid;

“household maintainer” refers to whether or not a person residing in the household is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. In the case of a household where two or more people are listed as household maintainers, the first person listed is chosen as the primary household maintainer;

“household size” refers to the number of persons in a private household;

“household type” refers to the differentiation of households on the basis of whether they are census family households or non-census-family households. Census family households are those that contain at least one census family;

“migrant” refers to a person who has moved from their place of residence, of which the origin is different than the destination community they reported in. Conversely, a non-migrant is a person who has moved within the same community;

“mobility status, one year” refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier;

“primary rental market” means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

“Rental Market Survey” refers the collection of data samples from all urban areas with populations greater than 10,000 and targets only private apartments with at least three rental units. Among the information provided are median rental prices for units within the primary rental market;

“secondary rental market” means a market for rental housing units that were not purpose-built as rental housing;

“shelter cost” refers to the average or median monthly total of all shelter expenses paid by households that own or rent their dwelling. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services;

“subsidized housing” refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances;

“tenure” refers to whether the household owns or rents their private dwelling. The private dwelling may be situated on rented or leased land or be part of a condominium. A household is considered to own their dwelling if some member of the household owns the dwelling even if it is not fully paid for, for example if there is a mortgage or some other claim on it. A household is considered to rent their dwelling if no member of the household owns the dwelling;

“vacancy” means a unit that, at the time of the CMHC Rental Market Survey, it is physically unoccupied and available for immediate rental.



THE VILLAGE OF
N A K U S P

Village of Nakusp Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

DECEMBER 2024



Acknowledgments

The authors of this report acknowledge that this study takes place on the traditional territory of the Sinixt, Ktunaxa, Syilx, and Secwépemc people. We hope to continue their legacy of learning from, caring for, protecting, and enjoying the blessings of tradition and territory.

The development of this Housing Needs Report Update Community Profile was led by the Regional District of Central Kootenay (RDCK) and supported by staff from the Land Use and Planning department as well as staff from the Village of Nakusp.

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Appendix A: Definitions

Executive Summary

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities, including the Village of Nakusp, released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and the changing housing landscape. Like many other Canadian communities, the Village of Nakusp is facing escalating housing pressures and rising housing costs.

Recognizing the dynamic nature of the housing market, the availability of new data, and the necessity for updated housing reports, the RDCK commissioned HNR updates for its rural Electoral Areas (A, B, C, D, E, F, G, H, I, J, and K) and partnering municipalities (the Villages of Kaslo, Nakusp, Salmo, Silvertown, and Slocan). This Community Profile aims to provide an overview of Nakusp's current and anticipated local housing conditions and needs and meet new provincial legislative requirements.

KEY FINDINGS

The Population of Nakusp is Growing and Changing

- Nakusp's total population remained relatively static between 2016 and 2021 (1,645 people). During this same time period, total households grew slightly by 1%. Unlike recent trends, the community is anticipated to experience notable growth over the next two decades.
- Projections expect there to be about 1,875 residents in the Village of Nakusp by 2041, an increase of 14% from 2021. About 230 additional people may call Nakusp home over the next two decades.
- Growth has historically been, and is expected to continue to be, greatest among seniors and older residents. Projections also anticipate considerable growth among 45- to 64-year-olds over the next 20 years.
- The household type to experience the most growth from 2016 to 2021 is families without children (i.e., couples). This growth is likely linked to an increase in senior led households.

Sale Prices are Rising, and Home Ownership is Increasingly Out of Reach for Many

- The median home sale price rose 79% between 2019 and 2022. The median single-detached house sold for just over \$430,000 in Nakusp in 2022.
- From 2012 to 2020, the median couple household was the only defined household type to consistently afford the median house price in Nakusp. Since 2016, the median price of a home has become increasingly out of reach for all other median household types. In 2020, the median home price surpassed what the median couple could afford for the first time.
- Homeownership attainability data highlights the notable disparity between growth in house prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Residents in Nakusp are Facing Affordability Challenges

- In 2021, 16% of households in Nakusp lived in unaffordable circumstances, a large percentage relative to other neighbouring communities in the RDCK and across BC.
- Renter households are more severely affected by affordability challenges than owners. Thirty-two percent

of Nakusp renters reported living in an unaffordable home, compared to 11% of owners.

- About 23% of households in Nakusp (175 households) earn a “very low income” or “low income.” These households can afford at most a monthly mortgage or rent of \$610. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).
- Housing affordability and costs are identified as key priority issues in the Nakusp Official Community Plan (OCP) (2020). Housing data confirms that many households in Nakusp find it difficult to find and afford an appropriate home.

Demand is Expected to Increase over the Next 20 Years

- Over the next two decades, provincial projections suggest Nakusp may need to add 302 new homes across the housing spectrum to mitigate increased market imbalances, account for anticipated new demand, and address existing housing deficits. Rental demand projections suggest 54% of new rental units would need to be affordable or offered at a below-market price to best meet the needs of Nakusp residents.
- Much of the demand will be influenced by population growth. Growth is largely driven by factors outside of local government control including economic opportunities, available services, infrastructure, transportation, natural disasters, federal and provincial policy, and education opportunities.
- Migration to Nakusp is largely from other areas of British Columbia, including adjacent communities. Preparing for growth and addressing demand is not just about accommodating new people – it is about preserving and deepening affordability so current residents across all age demographics in Nakusp can stay and thrive in their community

Interim Report Requirements

The first legislative requirements for housing needs reports were established in 2019 and required local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs. The RDCK and its partner communities, including the Village of Nakusp, completed a Housing Needs Assessment in September 2020.

In 2023, amendments to the *Local Government Act* introduced new requirements for housing needs reports. Local and regional governments must now use an established methodology to identify the 5- and 20-year housing need in their communities and local governments must update their official community plans and zoning bylaws to accommodate expected demand.

Communities must complete an interim housing needs report that is required to include three new additional items:

1. The number of housing units needed currently and over the next 5 and 20 years;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by local government, since receiving the most recent housing needs report, to reduce housing needs.

The RDCK and partnering communities have elected to complete the interim report requirements and a comprehensive data update using 2021 census data. For reference, required report content fulfilling the interim report requirements is included in this section. The body of this Community Profile contains all information required by legislation for the Interim Housing Needs Reports and should remain relevant until the next release of Census data, projected for 2027 or 2028.

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED HOUSING NEED

Table 0-1: HNR Method base year versus current year estimates

Description	5-year	20-year
Total demand from 2021 base year	130	302
Estimated total demand from current year (2024)	144	286

Further discussion and analysis of anticipated need is included in section 5 of this report.

KEY AREAS OF LOCAL NEED

Based on analysis of data and feedback from elected officials and community organizations, the following summary statements describe the current and anticipated housing needs across the following seven key areas: affordable housing, rental housing, special needs housing, housing for seniors, housing for families, shelters for individuals experiencing or at risk of homelessness and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation.

Table 0-2: Key areas of local need

Need	Description
Affordable housing	<p>Affordability remains the largest contributor to Core Housing Need in the Village of Nakusp, with approximately 16% of local households spending more than 30% of their total income on shelter in 2021. Since then, the gap between income purchasing power and actual house prices has widened, indicating that homeownership is further out of reach for most residents in Nakusp than it was three years ago.</p> <p>Individuals or families with one income are struggling the most to find affordable housing options in the community, whether to rent or own. Approximately 23% of households earned a "very low" or "low" income (see Section 3.3.2 for income categorization information). While many in these categories may already be shelter-secure (e.g., retired households with fully paid-off mortgages), this percentage represents a significant portion of the population that may be especially vulnerable to affordability challenges.</p> <p>Projections estimate at least 105 subsidized affordable units and 302 additional market units will be needed by 2041 to meet demand and begin to balance prices.</p>
Rental housing	<p>Homeownership is becoming increasingly unaffordable for the typical household in Nakusp, forcing many who would prefer to own a home to rent instead. Although renting is also experiencing a significant rise in costs, it often remains the more cost-effective option between the two tenures.</p> <p>Local data shows trends opposite of the above, with the share of renter-occupied dwellings decreasing from 31% to 24% between 2016 and 2021. However, broader vacancy trends in the RDCK's urban areas and across BC suggest that this local data trend may shift. As rental vacancy rates continue to decrease, there is a clear rise in demand for rental housing relative to available supply. Although vacancy rates typically reflect purpose-built rentals in urban areas, a declining vacancy rate in these markets forces households to seek alternatives in lower-density markets where there is better availability and prices. This leads to increased demand overall.</p> <p>Although there is limited data available on the rental market in smaller communities within the RDCK, engagement with elected officials and community organizations/groups confirmed that vacancy rates remain well below the 3-5% healthy vacancy rate. Residents have reported having an extremely difficult time finding affordable, suitable rental options to meet their needs.</p> <p>Projection calculations support the data trends, anticipating a continued increase in rental housing demand, with approximately 44% of all projected dwellings expected to be rental units by 2041.</p>

Need	Description
Special needs housing	<p>Although data on waitlists and core housing need is not specific to community members with special needs, national disability statistics show that overall rates of disability increased from 22.3% to 27.0%¹ between 2017 and 2022 surveys. Much of this increase is attributed to the growth of the senior population. As the population in Nakusp ages, projections expect the need for more accessible and specialized housing to increase.</p> <p>Increases were also observed among youth and working-age adults, with significant rises in mental health, learning, and developmental challenges. This indicates a broad need for improved access to supportive housing options that cater to various specific support needs and age demographics.</p>
Housing for seniors	<p>According to BC projections, Nakusp can expect that older senior-led households (85+) will continue to grow over the next two decades. By 2041, this age group may increase by 400% (20 to 100) and could comprise 11% of total households.</p> <p>In 2022, the Canadian disability rate among the senior population was 40%, an increase of three percentage points since the last survey in 2017. A significant portion of this rate is related to mobility issues, and the likelihood of disability that increases with age.</p> <p>Given the anticipated growth in older senior led households and the elevated disability rate within this group, increased senior housing interventions are necessary. These could include ensuring senior housing and facilities are widely permitted locally, further modifying building standards to support aging in place, and/or developing and improving existing senior services and programs.</p> <p>While many solutions fall outside the direct influence of local government, there may be opportunities to partner with other levels of government and local or regional organizations to encourage appropriate seniors housing.</p>
Housing for families	<p>Projections anticipate growth among young family households (led by 25- to 44-year olds) to continue, potentially comprising 31% of total households by 2041. Affordable options with multiple bedrooms are key to meeting the needs of families, especially lone parent households who often need non-market options to ensure appropriate affordability. Families may also be served by interventions in other areas of the housing spectrum, for example by additional seniors housing that helps reintegrate larger homes back into the market.</p>

¹ Statistics Canada. (2023, December 1). Canadian Survey on Disability, 2017 to 2022. <https://www150.statcan.gc.ca/n1/daily-quotidien/231201/dq231201b-eng.htm>

Need	Description
Shelters to address homelessness	<p>While shelters are often located in larger urban communities, homelessness is not confined to these areas. National and provincial trends show that overall homelessness is on the rise, with hidden homelessness likely increasing, particularly in small urban and rural areas.</p> <p>About 2% of regional households were identified as earning "very low" incomes. These individuals are the most vulnerable to changes in their housing circumstances and are the most likely to require emergency housing interventions.</p> <p>Addressing homelessness locally is ideal, as it allows residents to remain within their community. However, doing so can be challenging without provincial or federal support. Nakusp should stay engaged in regional homelessness strategies to help coordinate and determine the allocation of emergency housing services and programs.</p>
Proximity to transportation	<p>The Village of Nakusp recognizes that effective and efficient local transit is important for community members to access jobs, basic amenities, recreational activities, health and wellness supports, and family and friends, among others, both within the Village and neighboring communities. As outlined in the Village of Nakusp Official Community Plan (OCP), the Village vision is to be well-connected with cycling and pedestrian trail systems and a vibrant and connected social community. A strategic implementation goal of the OCP is to develop a Transportation Master Plan that emphasizes the importance of non-motorised and active transportation options within the Village core and active connections to key locations outside the Village core.</p> <p>Providing housing options that are close to transportation infrastructure that supports walking, cycling, and transit not only enhances quality of life by providing convenient and affordable mobility options for all ages, abilities, and budgets, but contributes significantly to reducing the Village's carbon footprint. By fostering neighborhoods where residents can easily commute and do errands without relying on personal vehicles, the Village can create a more inclusive, lively, healthy, and connected community.</p>

LOOKING BACK

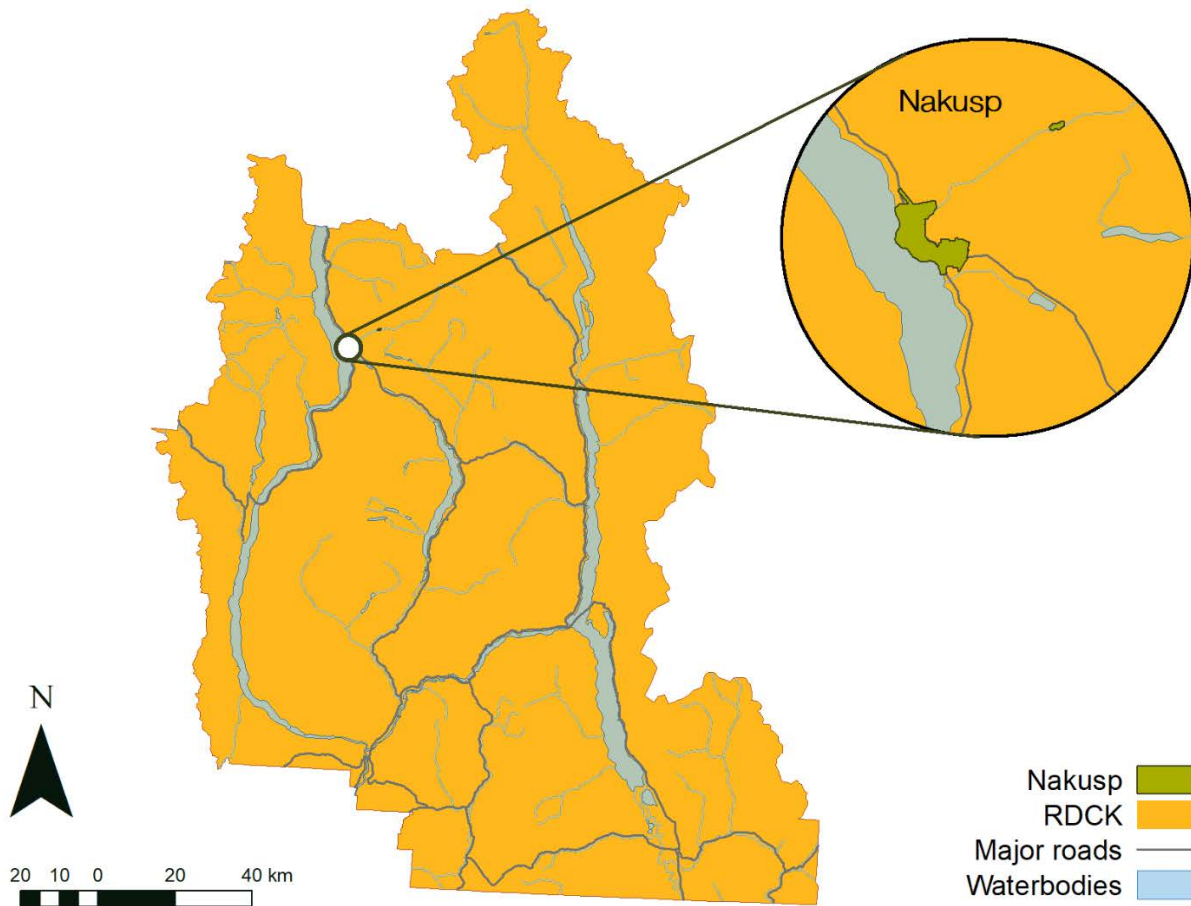
Table 0-3: Actions taken by the Village of Nakusp to reduce housing needs since the last HNR was received

General Housing Actions	
Date	Description of Action or Policy
2022 2024 Amended	In 2022, the Village of Nakusp adopted the Development Applications Procedures Bylaw, later amended in 2024. This Bylaw outlines the procedures and requirements for processing land development applications. This includes amendments to the Official Community Plan, Zoning Bylaw, Development Variance and Development Permits.
2022-Onward	The Waste Water Treatment Optimization Project was initiated to increase the amount of sewage that can be treated by the Village’s Waste Water Treatment Plant system. This project is crucial to support future housing development in the community.
2023	The Official Community Plan Amendment Bylaw, No. 723 was adopted in 2023 to change some of the designated land uses within the OCP. These updates were made to allow for housing in an area previously zoned for industrial development.
Zoning Amendments	
Date	Description of Action or Policy
2023	To comply with the Small-Scale Multi-Unit Housing (SSMUH) legislation mandated by the Province, the Village adopted a new Zoning Bylaw to allow secondary dwellings on every residential property and increased the number of properties zoned for multi-family developments.
2024	Restricted short-term rentals (STRs) to properties that have someone already residing on the property long term. This applies to all residential zones.
Rezoning Applications Approved	
Date	Description of Action or Policy
2023	Rezoned multiple properties from industrial to R-1 (Small Parcel Residential) and to C-5 (Neighborhood Mixed Use – allows housing). The rezoned properties have the potential for 130 new lots to be developed within the Village.

1. Introduction

Using a wide range of quantitative data and qualitative input from elected officials and community organizations, this document analyzes existing and anticipated housing needs and gaps in the Village of Nakusp. All data presented in the report refers to Nakusp unless otherwise identified in the text. Figure 1-1 illustrates Nakusp’s location in relation to adjacent communities and the RDCK.

Figure 1-1: Location Map



Source: BC Geo Warehouse, Statistics Canada

The purpose of this report is to catalogue current and anticipated housing challenges so that decision makers, regulators, funders, and community members can better understand and react to housing issues in the Village of Nakusp. A thorough assessment of housing need is a vital foundation to support future initiatives. The data gathered and insights generated by can inform land use and social planning initiatives at local levels, as well as provide hard evidence to further advocacy to senior levels of government. This Community Profile is also a useful resource for those engaged in or entering the housing sector.

1.1 DATA SOURCES

This report refers to several pieces of data that work together to contextualize housing conditions experienced by residents of the Village of Nakusp. The following is a list of secondary quantitative data sources (i.e., information collected by other organizations and used for this report):

- BC Assessment
- British Columbia Statistics
- Canada Mortgage and Housing Corporation (CMHC)
- Local government data
- Statistics Canada
- UBC Housing Assessment Resource Tools (HART)

Limitations for each source are detailed in the next subsection. At a high level, no analysis can be exact without individualized person or household datasets. Many datasets in this report rely on population samples which, though statistically sound, may not feel representative or reflect lived experience in Nakusp. Any analysis in this report should be considered informed estimates rather than precise descriptions.

This is especially applicable to projection work from any source. Estimating variable changes without knowledge of future conditions is inherently flawed. The projections included in this report are subject to economic, social, and environmental conditions that may not persist in the future. Projections should serve as guideposts, regularly recalculated and adjusted to incorporate new information as needed.

1.1.1 Data Limitations

BC Assessment

[Grouped Information](#)

BC Assessment provides assessment roll spreadsheets for communities across British Columbia for the years 2005/2006 through 2022/2023. Assessment roll information is not on an individual property level; rather, similar types of properties are grouped together in “folios” based on several factors, such as property type and dwelling type. These folio groups also mean that assessment and sale price values reflect averages, making it more difficult to express community level average and median values.

British Columbia Statistics

[Urban Focus](#)

BC Statistics helpfully consolidates most data related to complete Housing Needs Reports, like the new homes registry, non-market housing, post-secondary student housing, and homeless count sources. The database primarily offers data for urban areas, potentially excluding unincorporated or rural data, or suppressing data for confidentiality. This is often due to urban communities having greater data quality and quantity.

Canada Mortgage & Housing Corporation (CMHC)

Reporting Landscape

CMHC conducts its Rental Market Survey (RMS) every year in October to estimate the relative strengths in the rental market. The survey collects samples of market rent levels, turnover, and vacancy unit data for all sampled structures. The survey only applies to **primary rental markets**, which are those urban areas with populations of 10,000 and more. The survey targets only privately initiated rental structures with at least three rental units, which have been on the market for at least three months. In the RDCK, CMHC only collects rental data for the City of Nelson.

Statistics Canada

Area and Data Suppression

Some geographic areas are too small to report, resulting in the deletion of information. Suppression can occur due to data quality or for technical reasons, limiting the use of granular Census geographies. This was not a particular concern for this study but limited the ability to use granular Census geographies (specifically, Dissemination Areas – see **Definitions**).

Random Rounding

Numbers are randomly rounded to multiples of “5” or “10,” leading to potential discrepancies when summed or grouped. Percentages derived from rounded data may not accurately reflect true percentages, introducing a level of approximation. Additionally, the sums of percentages may not equal 100%.

UBC Housing Assessment Resource Tools (HART)

Sourced from Statistics Canada

While HART offers detailed methodologies for their analysis, they do rely on Statistics Canada datasets. Consequently, the same limitations as stated above apply for HART analysis results.

1.2 ENGAGEMENT

The RDCK Housing Needs Report Updates Engagement Summary Report summarizes engagement activities conducted by the M’akola Development Services (MDS) and Turner Drake & Partners (TD) in collaboration with RDCK staff for the HNR updates. Engagement opportunities included targeted surveys, presentations, and facilitated discussions.

The Engagement Summary Report captures key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the RDCK Regional Summary Report, Electoral Area Summary Report, and Village Profiles.

2. Demographic Profile

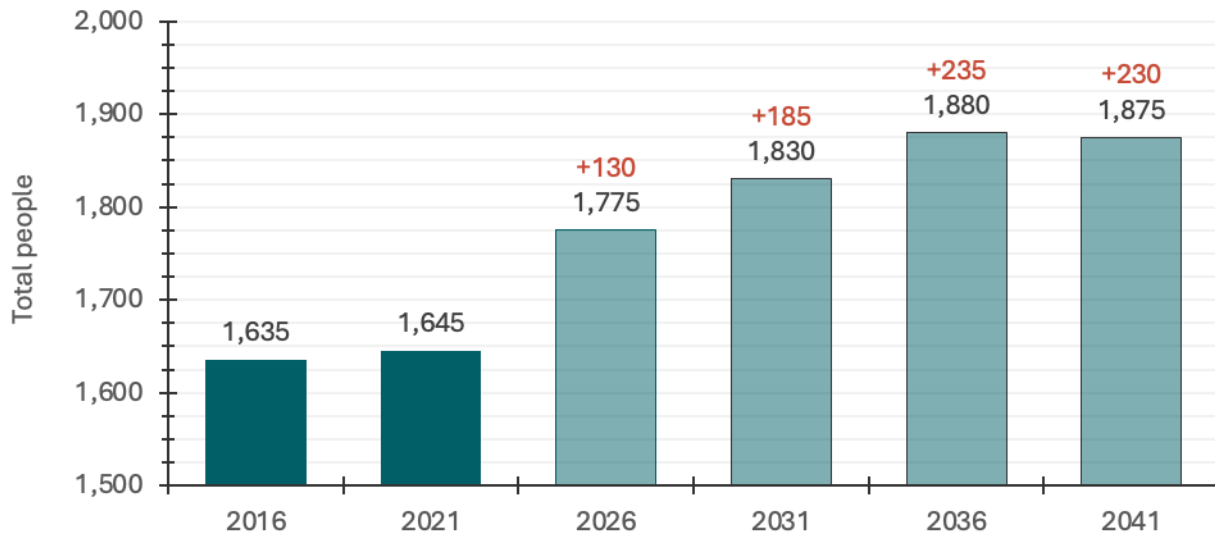
2.1 POPULATION

2.1.1 Historical & anticipated population

British Columbia’s population grew by nearly 8% between 2016 and 2021 (according to BC Government estimates), driven by economic opportunities, immigration, and the quality of life. This growth has heightened the demand for housing, infrastructure, and services, presenting both opportunities and challenges for the province as it adapts to a changing demographic landscape.

Government of British Columbia estimates show that the Village of Nakusp grew 1% from 2016 to 2021.² Figure 2-1 illustrates the changing total population from 2016 and 2021 (BC estimates for Census years) and to 2026 and 2041 (BC Government projections).

Figure 2-1: Historical and anticipated population, net anticipated change of population since 2021



Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-1 provides a summary of the historical population changes across different age cohorts and includes anticipated population figures over the next two decades.

² Note that Statistics Canada’s 2021 Census reports a 1% decrease to the Village of Nakusp’s population. The totals from which the changes are calculated differ between sources. BC estimates are adjusted to account for possible undercounting during the Census’ enumeration.

Table 2-1: Historical (BC Gov't estimates) and anticipated population by age cohort (BC Gov't projections)

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical population							
2016 population	1,635	215	155	305	505	390	60
2021 population	1,645	185	165	345	440	470	35
% change ('16-'21)	+1%	-14%	+6%	+13%	-13%	+21%	-42%
Anticipated population							
2026 population	1,775	190	165	405	435	515	60
% change ('21-'26)	+8%	+3%	+0%	+17%	-1%	+10%	+71%
2041 population	1,875	215	135	555	410	420	140
% change ('26-'41)	+6%	+13%	-18%	+37%	-6%	-18%	+133%
% change ('21-'41)	+14%	+16%	-18%	+61%	-7%	-11%	+300%

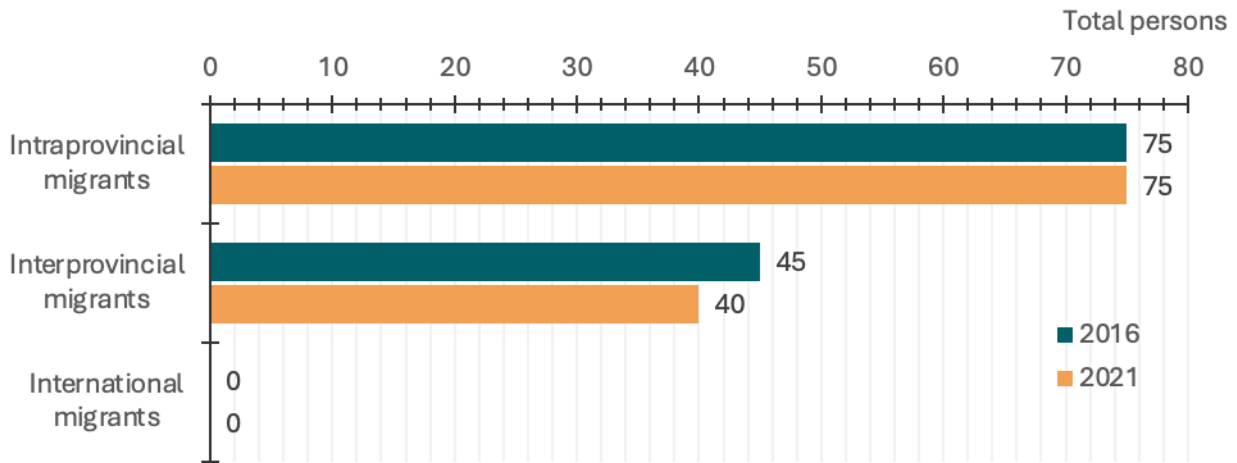
Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

- The province estimates that Nakusp’s population was 1,645 people in 2021, up marginally from 1,635 in 2016.
- The highest rates of growth have been largely among 25- to 44- and 65- to 84-years olds. Across this time period, youth (0 to 14) and older working age adults (45 to 64) decreased.
- The total population may grow 14% over the next two decades, potentially reaching 1,875 people in 2041 according to BC government calculations. Most of this growth is anticipated to be led by youth and younger working age adults (25 to 44), with declines likely occurring among adults 45- to 84-years old.
- About 230 additional people may call Nakusp home by 2041.

2.1.2 Recent mobility trends

Figure 2-2 illustrates the number of people who moved to the community from another area, whether from within British Columbia (intraprovincial), another province (interprovincial), or another country (immigration). The data reflects mobility trends for the years prior to 2016 and 2021.

Figure 2-2: One-year mobility of population trends



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- People moving from other areas of British Columbia (including adjacent communities) are the largest source of incoming migrants, a trend consistent across both the 2016 and 2021 Censuses.
- Out-of-province in-migrants make up about one third of incoming individuals / households.

2.2 HOUSEHOLDS

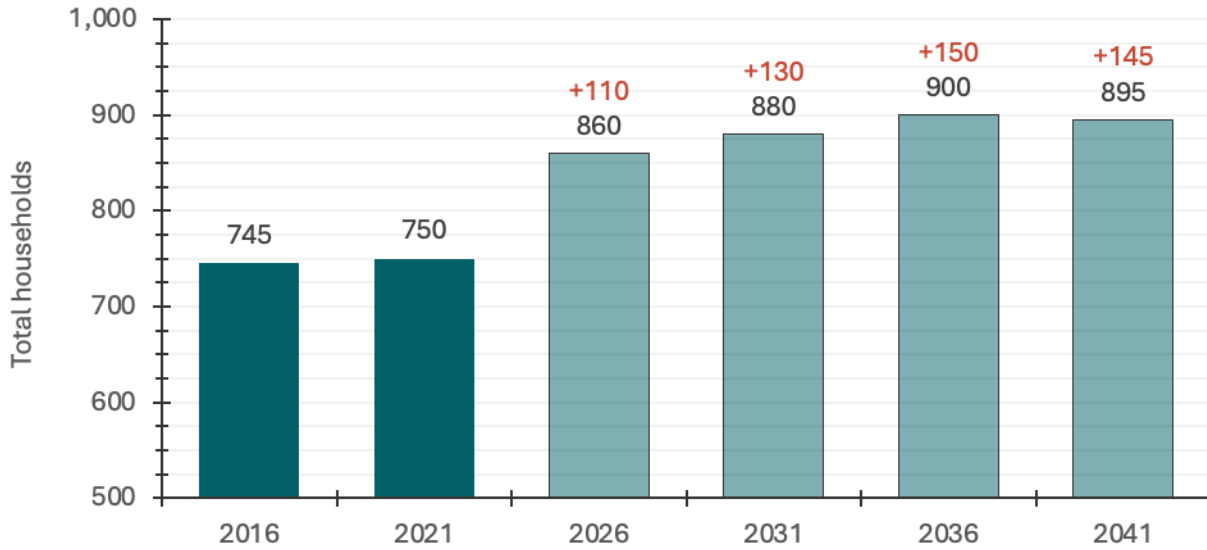
Statistics Canada defines a household as a person or group of persons sharing the same dwelling without another usual residence. A household is the highest-level descriptor of many unique living situations. Households are often categorized in this report by the primary household maintainer’s age, which is the age of the person responsible for major expenses like rent, mortgage, taxes, and utilities. When multiple people share this responsibility, the first listed individual becomes the primary household maintainer.

2.2.1 Historical & Anticipated Households

Total households and the age distribution of maintainers are influenced by population changes, and driven by factors like relocations, preferences, and financial situations. Changes in household patterns typically align with broader population trends. Household growth is a key driver of housing demand. Since households need dwellings, projections are closely tied to the needed increase in housing stock to accommodate expected population changes. Economic and financial drivers, while influential, are excluded since they are difficult to predict, both in the near- and long-term.

Figure 2-3 illustrates Nakusp’s 2021 estimated total households and the anticipated 20-year net growth in households.

Figure 2-3: Historical and anticipated households, net anticipated change of households since 2021



Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-2 summarizes historical shifts in total Nakusp households, providing insights into expected figures over the next two decades.

Table 2-2: Historical and anticipated households by primary maintainer age (BC Gov't projections)

	Total	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical households by primary maintainer age						
2016 households	745	20	190	245	250	50
2021 households	750	15	130	255	335	20
% change ('16-'21)	+1%	-25%	-32%	+4%	+34%	-60%
Anticipated households by primary maintainer age						
2026 households	860	20	195	230	365	45
% change ('21-'26)	+15%	+0%	+3%	-6%	+46%	-10%
2041 households	895	15	285	200	290	100
% change ('26-'41)	+4%	-25%	+46%	-13%	-21%	+122%
% change ('21-'41)	+19%	+0%	+119%	-22%	-13%	+400%

Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections, Turner Drake & Partners

- The province estimates that Nakusp had 750 households in 2021, up 1% from 745 in 2016.
- Growth occurred mostly among 45- to 84-year old-led households. This trend is likely to shift over time given the expected growth among 25- to 44-year olds.
- Nakusp can expect that older senior-led households (85+) will continue to grow over the next two decades. By 2041, this age group may increase by 400% (20 to 100) and could comprise 11% of total households.
- Total households may grow 19% between 2021 and 2041, reaching approximately 895. The greatest period of growth is expected to occur over the next five years (2021 to 2026). Greater relative change in total households versus total populations generally corresponds with an anticipated aging population. As a community ages, more people tend to live in smaller households (e.g. 1- or 2-person households rather than 3- or 4-person households.) This drives the average household size down and increases the number of households needed per capita.
- About 35 additional households may call Nakusp home by 2041.

2.2.2 Additional Household Characteristics

Table 2-3 summarizes the totals and distributions of households by their size per the 2016 and 2021 Censuses, as well as their respective tenure splits.

Household totals for 2016 and 2021 may differ between this and previous sections, as each section draws from different data sources with distinct purposes. This section relies on a custom Census dataset, purchased by the province from Statistics Canada, which provides more detailed information about households based on a 25% sample of the population. In contrast, the previous section's household data is from a separate provincial dataset, included here as it is an input for the province's prescribed unit demand calculations described later in the report.

Table 2-3: Historical households by household size and tenure share

2016 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	760	275	260	105	85	35	2.2
Share of total	100%	36%	34%	14%	11%	5%	
Owner households	69%	64%	77%	65%	78%	50%	2.2
Renter households	31%	36%	23%	35%	22%	50%	2.1
2021 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	760	290	315	45	80	30	2
Share of total	100%	38%	41%	6%	11%	4%	
Owner households	76%	63%	83%	100%	88%	67%	2.1
Renter households	24%	37%	17%	0%	13%	33%	1.7
% change ('16-'21)	+0%	+5%	+21%	-57%	-6%	-14%	

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- One to 2-persons households grew the most between 2016 and 2021, with the largest growth amongst 2 persons households.
- Considerable growth from 2021 to 2023 (based on provincial numbers)³, particularly among 25- to 44-year old led households, suggests that there may be concurrent increases in the number of younger adult couples. This could mean more 2-person households during that period (or even 3 or more if they are families with children or extended family).
- In 2021, the share of owner households grew, representing a shift to increased ownership between 2016 and 2021.
- Rates of rentership were highest among 1-person households, a result largely attributed to single person households generally earning less income and having less financial capacity to secure homeownership.

Table 2-4 summarizes the totals and distributions of households by their household family type per the 2016 and 2021 Censuses, as well as their respective tenure splits. Note that a “census-family with a child” includes both couples and lone parents. A “non-census family” refers to a household made up of a single person or unrelated individuals (i.e., roommates).

³ Provincial data only provides estimates of “total households” and does not offer further detail, like household size or household family type. All other sections in the Community Profile referring to households use Census results.

Table 2-4: Historical households by census-family type and tenure share

2016 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	760	215	235	300
Share of total	100%	28%	31%	39%
Owner households	69%	82%	70%	62%
Renter households	31%	18%	30%	38%
2021 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	760	255	185	310
Share of total	100%	34%	24%	41%
Owner households	76%	82%	87%	63%
Renter households	24%	18%	13%	37%
% change ('16-'21)	+0%	+19%	-21%	+3%

* refers to a household made up of a single person or unrelated individuals (i.e., roommates).
Source: BC Government purchased Custom Statistics Canada Census Tabulations

- The fastest growing household type between 2016 and 2021 was families without children (i.e., couples), which grew by 19% over the five years. This is likely attributed to an expanding senior-led households increasing over the same time period.
- Families with children decreased by about 21%, while couples and non-census families (i.e. single people or unrelated roommates) grew.

2.3 INCOME

Income statistics are critically important for determining affordability. How much a household earns is the most important factor in determining what type and size of home the household can afford. A household's earnings are largely contingent on the characteristics and composition of the people making up the household (e.g., how old is the household, how many people are in the household, does a household own or rent their dwelling?) Most affordability calculations use median before-tax household, or the total income earned by a household before income taxes and other elements are deducted, as the primary input.

Key Definition

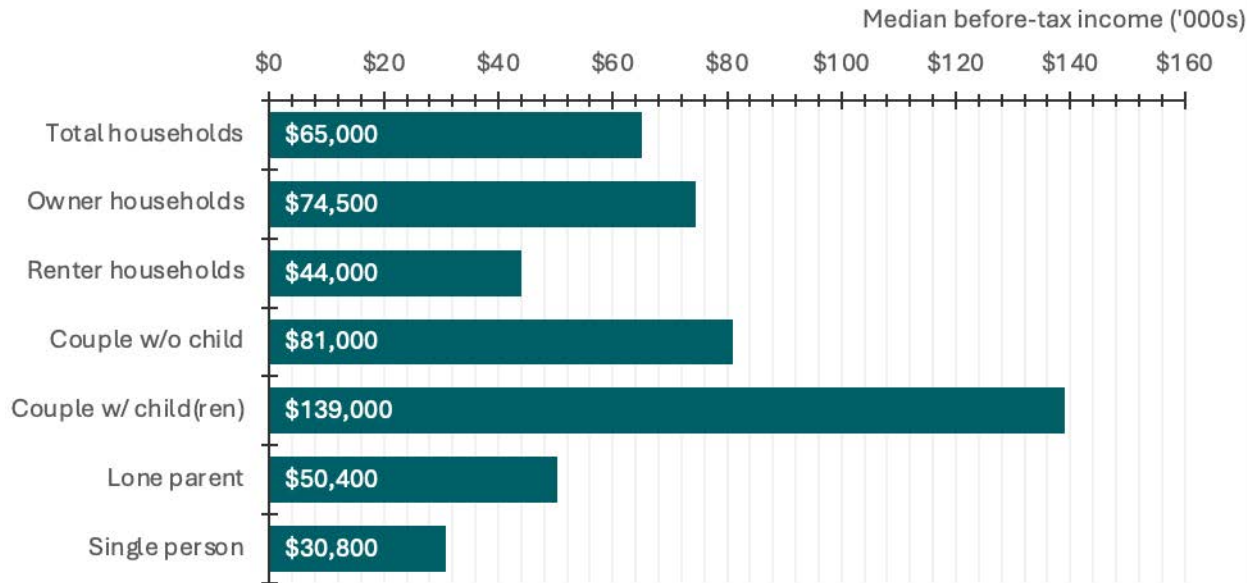
Median before-tax household income: the total income earned by a household before income taxes and other elements are deducted. Commonly used to determine housing affordability.

Note: Canadian Emergency Response Benefit (CERB) relief payments may have artificially boosted income data in the 2021 Census, obscuring some housing need. Though a necessary stimulus during the height of the COVID-19 pandemic, CERB temporarily raised the annual income for many residents of the RDCK, mostly in the lowest income brackets. Most households briefly pulled out of housing need by CERB likely returned to pre-COVID income levels after support programs ended.

2.3.1 Median before-tax household incomes

Figure 2-4 summarizes the median before-tax household incomes by tenure and household family type. Not all categories may be displayed due to suppression, which is used by Statistics Canada to ensure confidentiality for small datasets.

Figure 2-4: Median before-tax household income by tenure and household family type, 2021



Source: BC Government purchased + Turner Drake purchased Custom Statistics Canada Census Tabulations

- In 2021, the median household earned \$65,000 before-tax, a 30% increase from 2016 (\$49,942). As noted above, this sharp increase is likely attributed to COVID-19 relief payments.
- Two or more person households are more likely to earn greater household incomes than single earners, likely attributed to this household type having two or more incomes. For instance, couples with children had the highest median annual income (\$139,000). With anticipated growth among 25- to 44-year olds, there is likely to be an increase in the number of couples, potentially resulting in a higher median income within the community.
- Owner households, which report a larger average household size, reported a higher median income than renter households.

2.3.2 Income categories

This report adopts methods used by UBC’s Housing Assessment Resource Tools (HART), which uses custom Statistics Canada Census tabulations, to establish five household income categories that can help inform the share of the population most at risk of financial pressures related to housing. The categories are as follows:

- **Very low income:** 20% or less of area median household income (AMHI), generally equivalent to shelter allowance for income support recipients.
- **Low income:** 21-50% AMHI, generally equivalent to one full-time minimum wage job.
- **Moderate income:** 51-80% AMHI, generally equivalent to a starting salary, depending on the job and sector.
- **Median income:** 81-120% AMHI, representing the ‘middle class.’
- **High income:** More than 120% AMHI, the group with the greatest housing wealth

Table 2-5 summarizes the share of households that belong to each income category, and the approximate range of shelter costs that a household can afford. Note that the affordable shelter costs use Statistics Canada’s 30% shelter-cost-to-income ratio (i.e., affordability threshold), further adjusted to account for an assumed 25% of shelter costs being allocated to ancillary costs like insurance or utilities. In other words, the affordable shelter cost provided in the table represents only a rent or mortgage payment.

Table 2-5: Income category summary, 2021

Income category	Annual household income	Affordable shelter cost	Estimated share of total households
Very low income	≤ \$13,000	< \$245	2%
Low income	\$13,001 to \$32,500	\$245 to \$610	21%
Moderate income	\$32,501 to \$52,000	\$610 to \$975	16%
Median income	\$52,001 to \$78,000	\$975 to \$1,465	20%
High income	\$78,001 +	\$1,465 +	40%

Source: UBC Housing Assessment Resource Tools (HART)

- In 2021, about 40% of households earned a “high income,” and could afford monthly mortgage payments or rent at a minimum of \$1,465.
- About 23% of households earn a “very low income” or “low income,” totalling about 175 households. These households can afford at most a monthly mortgage or rent of \$610. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

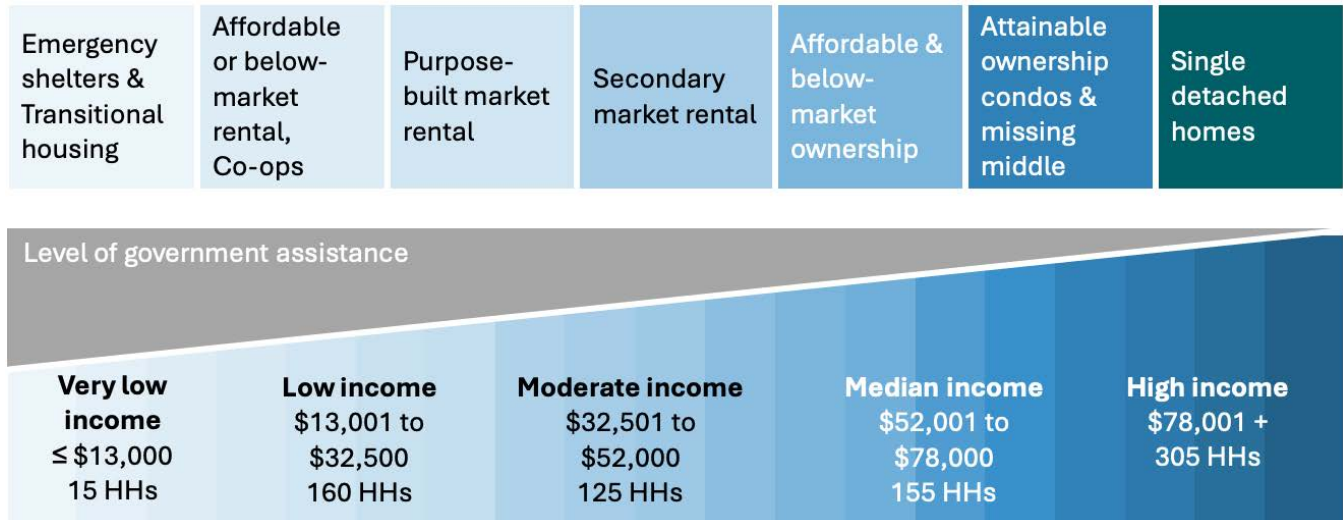
2.3.3 Income vs. Housing Continuum

Figure 2-5 illustrates a varied version of the housing continuum, originally created by the Canadian Mortgage and Housing Corporation, and demonstrates how income categories and households within each category may align along this continuum.

It is difficult to determine the exact number of households that should occupy each type of housing given the specific circumstances of individual households is not known. However, this figure provides an estimate of the number of units needed to potentially accommodate the maximum number of households' needs.

Around 175 local households with very low to low incomes (earning less than or equal to \$32,500), often single individuals, are at higher risk of needing emergency housing services due to sudden personal, physical, or financial changes.

Figure 2-5: Rough distribution of households on the housing continuum



3. Housing Profile

The 2021 Census recorded 831 total dwellings in Nakusp, of which 760 were occupied by usual residents. A usual resident is an owner or renter that lives in their dwelling more than half of the year, which qualifies the dwelling as their primary place of residence. Conversely, a non-usual resident occupied dwelling could include a recreational property, short-term rental, or unoccupied dwelling.

Given these numbers, it is estimated that about 9% of local dwellings may have been used for purposes other than permanent occupation. In 2016, the rate was about 6%, indicating a marginal change towards potential recreational purposed ownership.

Table 3-1 summarises the totals and distribution by structure type for Nakusp.

Table 3-1: Dwellings occupied by usual residents by structural type and tenure, 2021

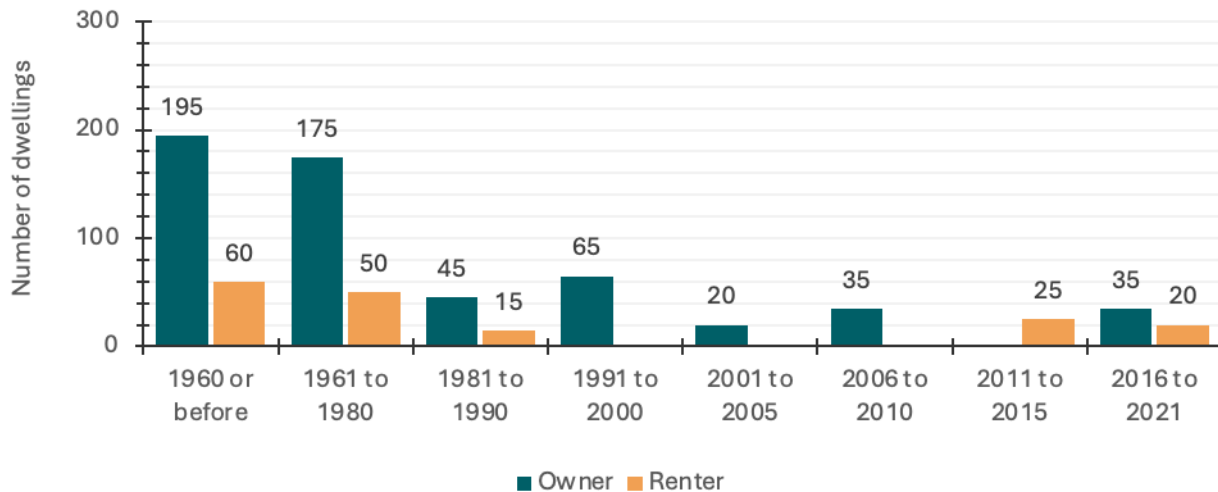
	Total	Single	Row	Semi	Duplex	Apt (<5 floors)	Apt (5+ floors)	Mobile
Total	760	605	70	25	0	35	0	30
Share	100%	80%	9%	3%	0%	5%	0%	4%
Owner	76%	88%	29%	40%	-	0%	-	100%
Renter	24%	12%	71%	60%	-	100%	-	0%

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Single-detached homes account for about 80% of the housing supply (605 units), followed by row houses at 9% (70 units) and apartments at 5% (35 units).

Figure 3-1 shows the distribution of the current dwelling stock by its age of construction, disaggregated by tenure. Note that years that display no construction may not in actuality mean no construction occurred, but instead that the volume of construction was small enough to either be suppressed by Statistics Canada for confidentiality or was rounded to 0. In either case, the lack of a reported value suggests slow activity.

Figure 3-1: Dwellings occupied by usual residents by age of construction and tenure, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Approximately 63% of local dwellings were built before the 1980s, a trend consistent for both owner and renter occupied dwellings. While owner-occupied dwelling construction expanded since 1980, renter-occupied dwelling construction was absent from 1991 to 2010.

3.1 RECENT DWELLING PERMIT ACTIVITY

Recent permit data shows that about 71 units have begun construction over the last decade (2014 to 2023). While most of the new stock was single family dwellings (with some homes including secondary suites), a notable percentage of the applications were for new multiple family dwellings (38%). On average, Nakusp permitted about 7 units annually.

Recently, the Village of Nakusp is experiencing a notable increase in subdivision applications. If all of the applications are approved, an additional 86 lots may be created over the next 5 to 10 years (without considering any future applications). This increase may be attributed to the adoption of Nakusp’s OCP in 2022, which contains policies that support a variety of housing within residential areas. Language in the OCP encourages the development of Missing Middle Housing and other types of residential infill development to facilitate affordable, rental, supportive and/or seniors housing.

3.2 PROPERTY OWNERSHIP

The Census identified that approximately 9% of dwellings were reported as not being occupied by a usual resident in 2021. While a useful number to quantify the relationship between permanently and non-permanently occupied dwellings, Statistics Canada does not offer much in terms of who owns these non-permanent dwellings. Despite the lack of detailed data, some initiatives from Statistics Canada – particularly the Canadian Housing Statistics Program – provide some insights into local property ownership.

Figure 3-2 illustrates how the distribution of improved residential property ownership (i.e., a property with a dwelling on it) has changed from 2020 to 2022; specifically; what share of properties are owned locally, by residents of Canada, and by non-residents of Canada.

Key Definitions

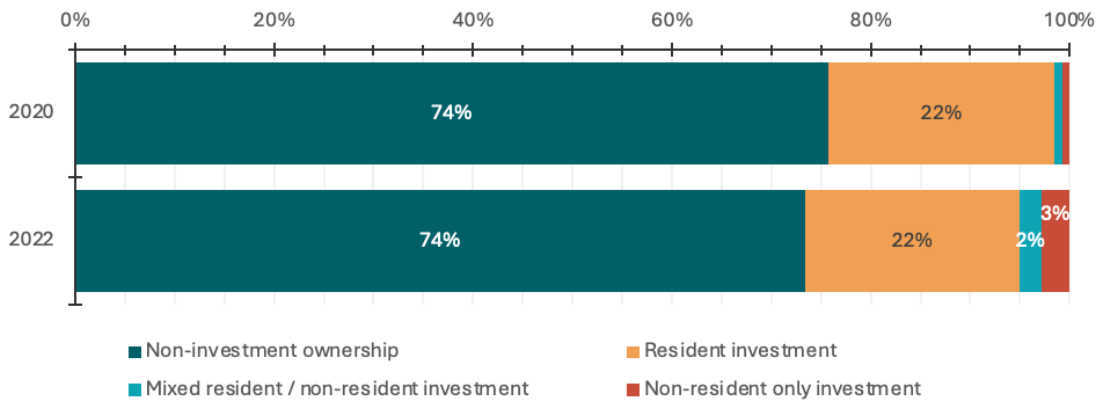
Investment property: A property owned by someone that is not identified as a primary place of residence by the owner.

Non-investment property: A property owned and occupied by the owner.

Resident: A person who lives in Canada as their primary country of residence.

Non-resident: A person who does not live in Canada as their primary country of residence.

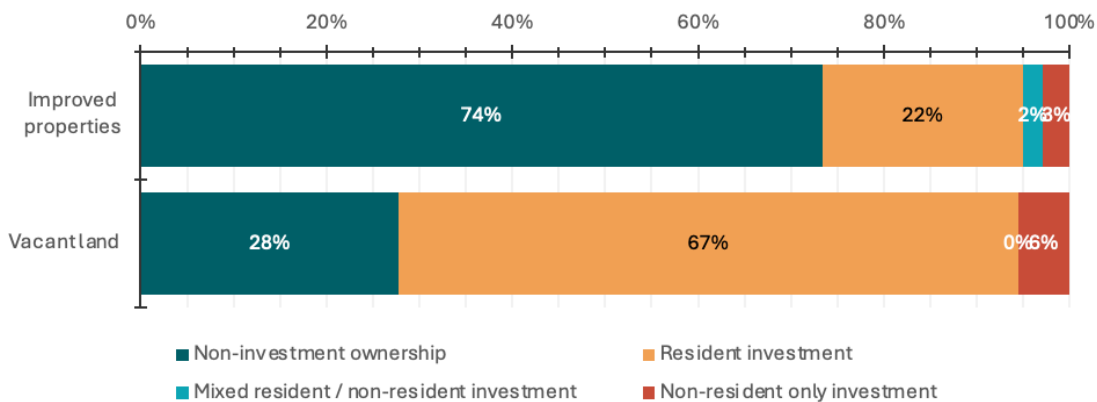
Figure 3-2: Share of local residential improved properties by ownership type



Source: Canadian Housing Statistics Program

Figure 3-3 illustrates how the distribution of ownership differs between an improved residential property and vacant land intended to be residential in 2022 (the most recent year collected).

Figure 3-3: Share of local residential improved properties versus vacant residential properties by ownership type, 2022



Source: Canadian Housing Statistics Program

- About 24% of properties with a dwelling were classified as “investments” by Statistics Canada in 2020. Included in this percentage are permanently occupied rental properties owned by someone who may or may not have lived locally.
- In the same year, about 2% of dwellings were owned, in full or partially, by someone who does not live in Canada full-time. About 1% were owned entirely by someone outside of Canada.
- By 2022, the share of non-resident participants grew slightly from 1% to 3%, which demonstrates that either previous owners living in Canada moved abroad or more people outside Canada are choosing to own local property.
- Vacant properties intended for residential uses were majority owned by resident investors, which could include locals or people elsewhere in Canada.

3.3 RENTAL UNIVERSE

The rental universe includes a variety of different types of rental housing, most commonly categorized as either primary market, secondary market, or non-market rental housing.

CMHC’s Rental Market Survey provides detailed data on the primary rental market (i.e., purpose-built rentals with 3+ units). Unfortunately, CMHC only surveys communities with a population of larger than 10,000 people. Because the Village of Nakusp does not meet the minimum community size requirements, there is limited available data specific to the Village’s primary rental market.

Figure 3-4 summarizes the distribution of the local rental stock based on housing types identified in the Census, including what may be considered secondary rental market apartments (i.e. rental units that are not in a purpose-built rental building). Non-market rental units are not delineated in the Census but are covered more fully in section 3.5 of this report.

Key Definitions

Primary Market Rental: Purpose-built rental buildings with at least three rental units. These units are privately initiated, usually with the intention of being offered for rent at market rates.

Secondary Market Rental: All privately rented homes not categorized as primary market rentals. Can include: Rented detached homes, duplexes, semi-detached homes or row homes, rented freehold row/town homes, rented accessory apartments or suites, and rented condominiums.

Figure 3-4: Estimated overall rental universe by dwelling type, 2021



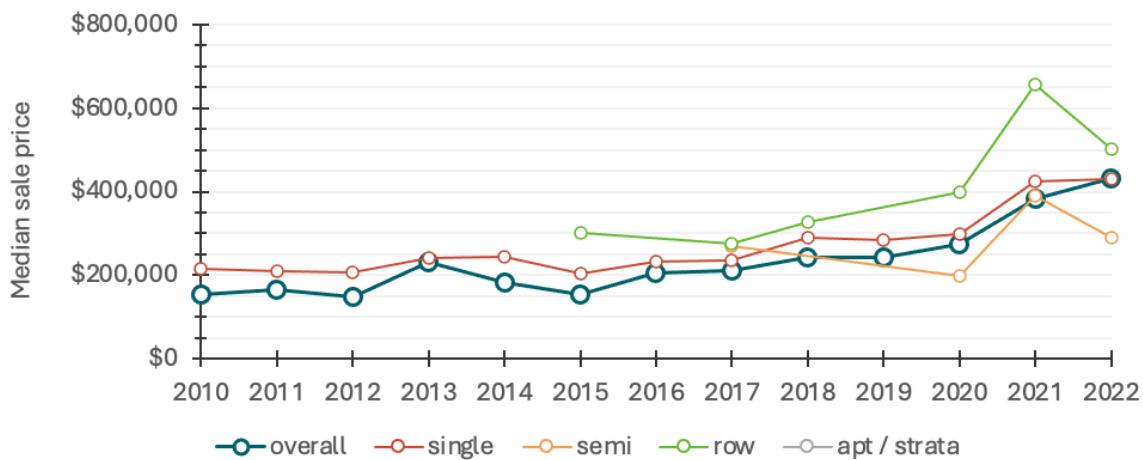
Source: BC Government purchased Custom Statistics Canada Census Tabulations

3.4 MARKET HOUSING

3.4.1 Home price trends

Figure 3-5 illustrates historical median home prices by dwelling type. The data is sourced from BC Assessment’s historical revised rolls, which include sales information up to and including 2022. The dwelling types provided by BC Assessment have been reclassified to align with the categories used by Statistics Canada in their Census questionnaire.

Figure 3-5: Annual median sale price by dwelling type



Source: derived from BC Assessment

Table 3-2 offers the same data but presents the percentage change in median home prices by dwelling type over specific time intervals.

Table 3-2: Sale price and percentage change by dwelling type and select years

	Sale price				Percent change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Overall	\$155,200	\$206,200	\$241,700	\$433,000	+33%	+17%	+79%
Single-detached	\$214,700	\$232,900	\$283,400	\$430,200	+8%	+22%	+52%
Semi-detached	-	-	-	\$289,000	-	-	-
Rowhouse	-	-	-	\$502,500	-	-	-

Source: derived from BC Assessment

- House prices appreciated 33% between 2010 and 2016 – or about 5% annually (faster than the rate of inflation for shelter). Prices followed a similar historical trend from 2016 to 2019, rising 17%. Escalations ramped up post 2019, rising another 79% from 2019–2022.
- By 2022, the median home price had reached \$433,000.

3.4.2 Homeownership attainability

Figure 3-6 compares the median home price in Nakusp to the estimated price different household types earning the median income could afford. An “affordable price” is set using a variety of mortgage assumptions and the median annual income of each household family type. The purpose is to highlight the impact of changing local incomes and prices on affordability.

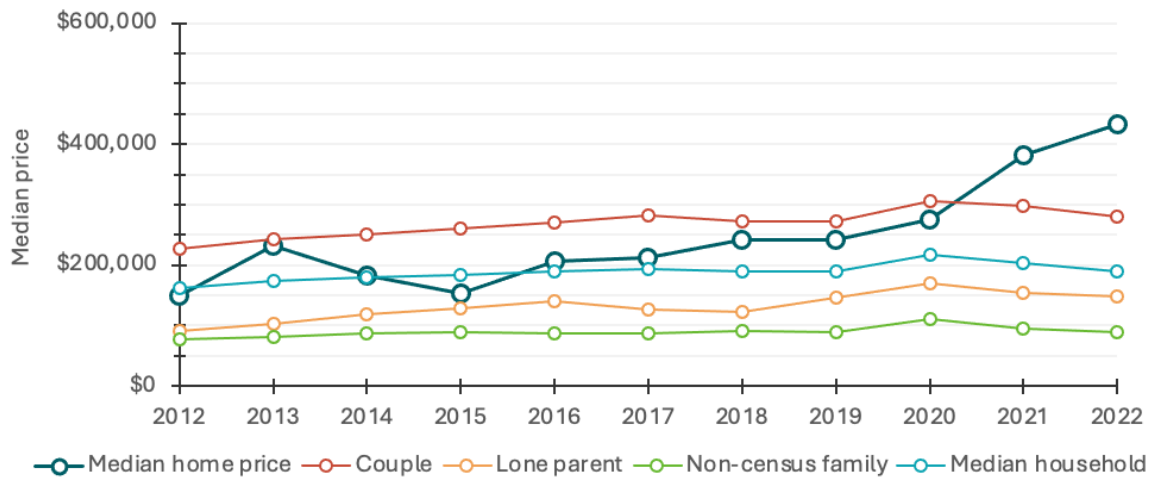
Assumptions

- Amortization period = 25 years
- Payment frequency = monthly
- Interest rate = prevailing (at given year) average weekly rate for 5-year fixed mortgage
- Down payment = 10%
- CMHC insurance = 3.10%
- Income used for shelter expenses = 30%
- Ancillary shelter costs = 25%
- Direct shelter costs (for a mortgage payment or rent) = 1 – ancillary = 75%

Calculations

- Collect 2021 median before-tax household incomes by household type, income bracket ranges, and income category ranges, as well as total households by characteristic.
- Estimate an affordable monthly payment using affordability assumptions above (i.e., $\text{income} \times 30\% \times [1 - 25\%] = \text{monthly payment}$).
- Convert the affordable monthly payment to an affordable purchase price, based on mortgage and down payment assumptions.
- Collect the 2022 median purchase prices by dwelling type.
- Compare median purchase prices to household budgets. If budget is below, a household’s income cannot afford the purchase price.

Figure 3-6: Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, custom Statistics Canada dataset⁴ and mortgage assumptions

4 Statistics Canada. Table 11-10-0012-01 Distribution of total income by census family type and age of older partner, parent or individual. DOI: <https://doi.org/10.25318/1110001201-eng>

- From 2012 to 2020, the median couple household was the only defined household type to consistently afford the median house price. Couple households were the most capable of accessing housing given the increased likelihood of having a dual income.
- Since 2016, the median price of a home has become increasingly out of reach for all other median household types. In 2021, the median home price surpassed what the median couple income could afford for the first time.
- The gap between the median house price and the affordable threshold for the median household was approximately \$17,300 in 2016. The gap widened to \$243,000 by 2022.
- Homeownership attainability data highlights the notable disparity between growth in prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Important note: The gap between the affordable purchase price and actual price reflects the median. There are individuals or households who face significantly greater and significantly less financial challenges related to their shelter. As of 2021, 11% of owner households in Nakusp reported not reasonably affording where they live.

3.5 NON-MARKET HOUSING

Non-market housing encompasses all forms of housing not subject to market forces. This includes public or social housing, affordable housing offered by non-profit organizations, and transitional and emergency shelters, among others. According to BC Housing data for units and services under BC Housing administration (as of March 2024), there were no non-market options in Nakusp.

4. Housing Need

4.1 HOUSING CRITERIA

CMHC's Core Housing Need (CHN) metric measures three critical housing criteria and whether reasonable alternatives exist in the market. A household is in core housing need if its housing does not meet one or more of the following standards:

Adequate

Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.

Suitable

Housing is considered suitable when there are enough bedrooms for the size and make-up of resident households. This is according to National Occupancy Standard (NOS) requirements.

Affordable

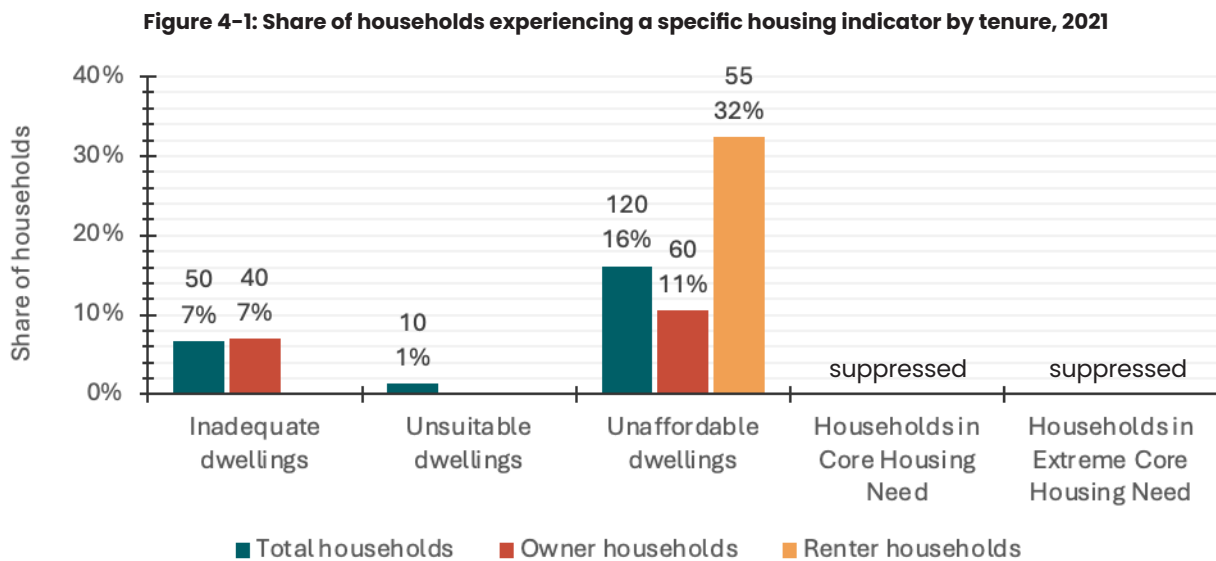
An affordable home costs less than 30% of the occupying household's before-tax household income.

Acceptable housing is adequate in condition, suitable in size, and affordable. An added metric is "Extreme Core Housing Need (ECHN)," which refers to a household paying more than 50% of their income on shelter costs.

Historically, unaffordability has contributed the most to rates of CHN. However, a household in an unaffordable home does not necessarily mean they are experiencing CHN. **CHN also considers whether affordable alternatives exist.** In other words, CHN accounts for and does not include households living in an unaffordable home by choice (e.g., buying a home that is expensive now, but may be affordable later as the household income grows).

4.2 HOUSING NEED

Figure 4-1 shows rates of inadequacy, unsuitability, unaffordability, CHN, and ECHN for all households as well as households by tenure. Note that blanks exist where the data showed zeros, which are assumed to be cases of suppression resulting from Statistics Canada’s rounding practices to protect confidentiality.



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- In 2021, about 7% of dwellings required major repair and 1% were subject to overcrowding.
- Unaffordability is the housing indicator most prevalent among households. In Nakusp, 16% of households lived in unaffordable circumstances.
- Thirty-two percent of renters reported living in an unaffordable dwelling. This percentage is significantly higher than owner households (11%).
- While Core Housing Need and Extreme Core Housing Need are suppressed, it is likely that some households (both owners and renters) are experiencing particularly difficult housing situations.

4.3 ENERGY POVERTY

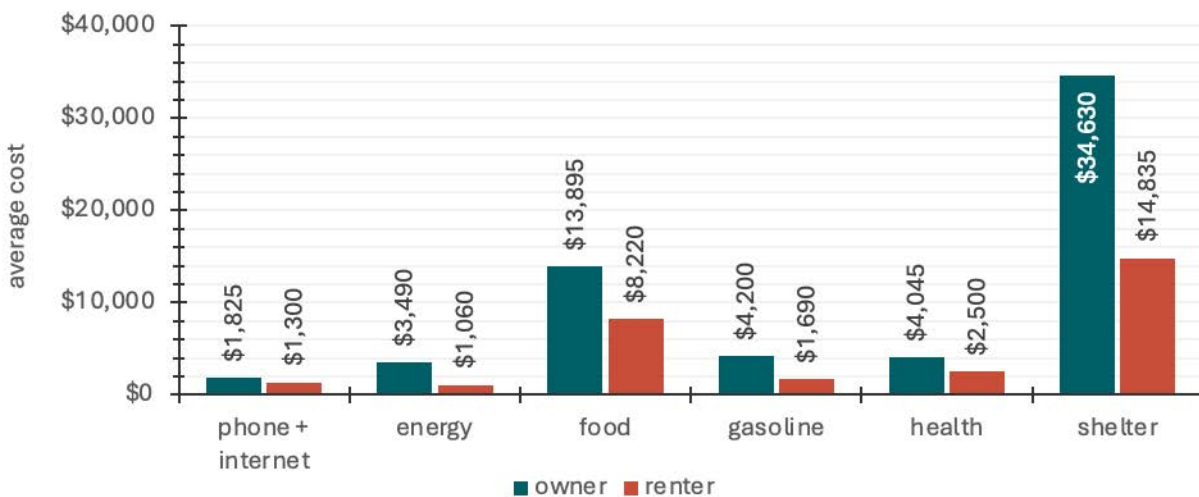
There are several expenses that contribute to the overall cost of housing. While these costs have always been a critical factor in determining a home’s affordability, recent years of high inflation have brought household expenses to the forefront — namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households into “energy poverty.”

According to the Canadian Urban Sustainability Practitioners (CUSP), energy poverty refers to the experience of households or communities that struggle to heat and cool their homes and power their lights and appliances. Canadian academics have developed three key thresholds to define a disproportionate energy cost burden relative to a household’s average after-tax income. A home is considered in energy poverty if it meets any of the following criteria:

1. Spending more than 6% of after-tax income on utilities,
2. spending more than 4% of after-tax income on fuel used for transportation, and
3. spending more than 10% of after-tax income for the combined of (1) and (2).

Figure 4-2 illustrates selected average annual living cost estimates for owning and renting households in Nakusp, inclusive of energy and gasoline costs. These estimates are produced using Statistics Canada’s 2019 Household Spending Survey data, adjusted by inflation and estimated locally based on distributions of dwelling structure types.

Figure 4-2: Average annual household living expenses, 2023



Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- Shelter cost estimates are the most expensive item for a household. The typical household pays approximately \$14,800 annually on rent or \$34,600 on a mortgage. Both figures include ancillary costs like insurance, condo fees, and taxes (if applicable).
- Food costs are the second-highest expense. With owner households generally having a higher average number of people, their reported average annual food cost is noticeably higher.
- To avoid being considered in “energy poverty,” a renter household would require an after-tax income of at least \$17,700 to afford the average annual energy bill, while an owner household would require an income of at least \$58,200.
- To consider vehicle gasoline costs affordable, a renter household would need an after-tax income of \$42,300, and an owner household would need \$105,000.
- Based on after-tax household incomes reported by Statistics Canada in 2021 (\$49,200 and \$76,800), the most burdensome energy costs for households are vehicle expenses. This is due to the vast geographies that many residents must regularly travel.

It is important to note that results for energy poverty may be underrepresented, as they cannot quantify whether households are living comfortably or just scraping by. The closer a household is to the energy poverty line, the greater the likelihood that they must make concessions in comfort to reduce energy costs.

5. Anticipated Housing Demand

5.1 DEMAND BY COMPONENT

In June 2024, the Province of BC released a standardized HNR demand calculation methodology. The HNR Method estimates the total number of housing units required to address a community’s current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of six components (labeled A through F in Table 5-1). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

It is important to note that the HNR demand calculation methodology does not consider the unique challenges to development in Nakusp, such as servicing limitations/constraints, high construction costs, the availability of trades, and planning staff capacity, among other factors. Coordinated growth management planning with the RDCK, funding from senior levels of government, and creative solutions to densification will all be required to support the Village of Nakusp to meet anticipated demand.

Table 5-1 provides a summary of the result for each component of the HNR Method for the Village of Nakusp over the next 5 and 20 years, as required by legislation.

Table 5-1: Anticipated housing demand by anticipated period and component

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.	3	11
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.	5	10
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment.	6	22
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for municipalities is based on the average of local and regional projections (thus, population / household growth trends discussed above may not follow the same trajectory as dwelling projections) and electoral areas use solely regional projections.	103	202

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates.	1	3
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand factor is based on a ratio of housing price to housing density, and is calculated for each applicable community.	13	53
TOTAL			130	302

Source: HNR demand calculation methodology ([link](#))

HNR Method Considerations

The HNR method prescribed by the BC Government is a standardized demand calculation methodology to ensure that all local governments produce consistent and comparable assessments of their housing need. This methodology works better for some areas than others. For municipalities with a small population base, the methodology is likely to result in an overestimate of demand. No projections are perfect, which is why the provincial legislation requires that municipalities repeat them every five years (as new information and data becomes available) as part of the HNR updates. The purpose of these projections is to serve as a target for municipalities to consider when assessing their zoning capacity to prepare for potential housing demand.

While it is required by legislation to report both the 5- and 20-year demand, the BC government is more interested in the 20-year projection. The short-term projection was a focus of the previous iteration of the HNR legislation which has since been revised to encourage communities to align housing projections with long term planning policies and tools (e.g., official community plans, zoning bylaws).

- The results indicate that Nakusp may need to build 130 units by 2026 and 302 units by 2041. While much of the demand will come from future growth, the next greatest portion relates to the demand buffer adjustment and the number of suppressed households since 2006.
- Components A, B, C, and E contemplate unmet “current” demand, and thus serve as an estimate of the existing housing shortage (without consideration of demographic growth since 2021, which is the reference year).

5.2 DISTRIBUTION OF DEMAND

5.2.1 Housing price model and dwelling size

An adaptation of the HNR Method provides a rough idea of current market and non-market housing demand and what Nakusp can expect over the 20-year projection period. HNR Method guidelines do not prescribe how to perform this analysis, which could allow for more community level discretion.

Table 5-2 summarizes the results of applying the dwelling size distributions discussed in the **2024 Regional District of Central Kootenay Housing Needs Report** to project demand in the Village of Nakusp. The outcome of this analysis is a table outlining anticipated demand, disaggregated by the number of bedrooms and intended market / price model. Note that non-market housing has been further separated into “affordable / below-market” housing (i.e., housing explicitly offered at prices below market, like the 80% of Median Market Rent criteria described by CMHC funding opportunities or rent-geared to income housing) and “deeply affordable” housing (i.e., rents offered at the shelter rate of income assistance, often combined with support services).

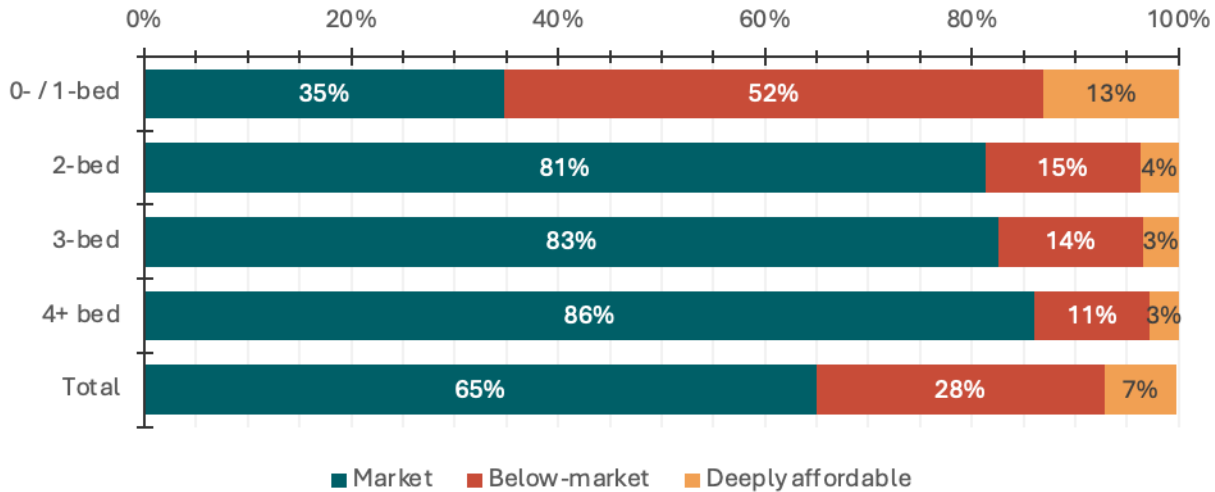
To distinguish what portion of the community might benefit from non-market housing, HART’s income categories and how they overlap across the housing continuum are considered. Briefly, we apply the historical proportions of households earning “very low” and “low” incomes to demand totals. The demand for deeply affordable and below-market units represents these respective income categories.

Table 5-2: Anticipated demand disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	17	39	26	58	6	15	50	111
2-bed	28	65	5	12	1	3	35	80
3-bed	23	51	3	9	1	2	27	62
4+ bed	16	41	2	5	1	1	19	48
Total	85	196	36	84	9	21	130	302

Figure 5-1 illustrates the distributions of the above price models by the number of bedrooms to show what dwelling sizes are best targeted by market or non-market interventions.

Figure 5-1: Distribution of price model demand by number of bedrooms, 2041



- The 5- and 20-year demand projections suggest a need for 130 and 302 units, respectively.
- Market housing should remain the primary contributor to the local inventory, though there is a clear need for non-market interventions. By 2041, Nakusp may need 84 affordable / below-market offerings and 21 additional deeply affordable units.
- Engagement respondents expressed the importance of ensuring all demographics have access to non-market, affordable housing options in the communities they live in.
- As suggested by the calculated shares of units by number of bedrooms, market housing demand will likely focus more on 2- and 3-bedroom units; whereas, non-market solutions may distribute more to 0- and 1-bedroom dwellings.

5.2.2 Housing price model and tenure

For the most part, the market will ultimately decide whether new dwellings are built for rental or ownership based on prices and preferences. However, adapting data to estimate how demand might be distributed between owner and renters is useful for understanding which price models might be most needed over time.

Table 5-3 showcases the results of this analysis (with greater detail in the regional housing report, highlighting how different forms of housing may be distributed by size).

Table 5-3: Anticipated demand disaggregated by anticipated price model and tenure

Price model:	5-year (by 2026)		20-year (by 2041)	
	Owner	Renter	Owner	Renter
Market housing	58	27	135	61
Affordable / below-market	14	22	33	51
Deeply affordable	0	9	0	21
Total	72	58	168	134

- While it is likely that market housing demand will mainly be for owner-occupied housing, there is a notable forecasted interest in expanding the local market rental inventory.
- Non-market solutions typically take the form of rentals, but data suggests there could be demand for below-market ownership options, which could mean considering alternative forms of ownership such as co-operatives or community land trusts if funding and support programs materialize.

6. Bill 44 Analysis and Recommendations

Bill 44 – Housing Statutes (Residential Development) Amendment Act includes a suite of legislative changes to the local government land use planning framework aimed at providing additional housing in British Columbia communities. As previously noted, all local governments are now required to use a standardized projection method to understand housing needs over the next 5 and 20 years. The new legislation mandates that municipalities update Official Community Plans (OCPs) and zoning bylaws to permit the total anticipated housing demand over at least the next 20 years, as identified by the HNR Method. OCPs must also include policies that address a wide range of housing types (e.g. affordable housing, rental housing, seniors housing, family housing, etc.). Local governments must complete their first review and OCP update based on the interim HNR projections by December 31, 2025.

Bill 44 also includes legislative amendments that require local government bylaws to allow for small-scale, multi-unit housing (SSMUH). SSMUH describes a range of housing units that can provide attainable housing for middle-income families, including secondary suites in single family dwellings, detached accessory dwelling units, triplexes, townhomes, and house-plexes. Local governments and regional governments were required to update their bylaws by June 30, 2024, to accommodate SSMUH.

To support the Village of Nakusp to complete the required OCP and corresponding zoning bylaw updates, the consulting team has identified several best practices and considerations for meeting the requirements of Bill 44. The team reviewed the Nakusp OCP and identified areas for policy intervention, outlined in Table 6-1. It is important to note that this review is a starting point for staff and should not be considered a complete review. A full OCP update with specific policy recommendations is outside the scope of a typical HNR.

Table 6-1: Bill 44 best practices and considerations for legislated OCP updates

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Low density language in the OCP (often referred to as “traditional residential or “stable residential) should explicitly support various forms of missing middle and small scale multi-residential. No zones/ areas within the Village should exclusively allow single detached dwellings or single-family homes.</p>	<p>Some language in Nakusp’s Official Community Plan (OCP) aligns with best practices for supporting a variety of housing types within residential neighborhoods.</p> <p>Policy 4.3.1 explicitly speaks to encouraging the development of Missing Middle Housing and other types of residential infill development to facilitate affordable, rental, supportive and/or seniors housing needs in the Neighborhood Core Area. The OCP also states that Accessory Dwelling Units (ADUs) are encouraged in the Downtown Core and may include cottage housing, laneway housing, and other dwelling forms on smaller lots.</p> <p>However, the OCP also includes some restrictive language that may limit density, as noted below:</p> <p>Policy 4.3.2 – “Support residential development within the Neighbourhood Core at a density of up to 10 units per acre (UPA).”</p> <p>Policies 4.2.5/4.6.4 – “A Master Plan shall be required for multi-residential and new developments above 10 UPA and / or for development on parcels greater than 2.47 acres (1 hectare) in area. For further direction on Master Plan submission requirements, see Appendix A: Master Plan Submission Requirements.”</p> <p>Policy 4.3.6 – “One (1) Accessory Dwelling Unit (ADU) per 0.2 acres (0.08 hectares) shall be permitted on existing residential parcels to a maximum of five (5) ADUs per parcel. A Master Plan shall be submitted detailing unit location, parking, access, and servicing.”</p>	<p>Remove unit restrictions within the Neighborhood Core and Downtown Core.</p> <p>Remove Master Plan submission requirements in the Neighborhood Core, Downtown Core, and Comprehensive Community policy areas for SSMUH units.</p> <p>Removing restrictions such as these will reduce regulatory barriers, allowing for quicker and more flexible development in areas that support residential growth.</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Consider allowing purpose built rental apartments in several areas in the Village rather than solely in growth/core/arterials. This could encourage more purpose-built rentals in areas throughout the Village. This type of housing is important for a community as it is often the only form of housing that is accessible to lower-income families, seniors, and young people.</p>	<p>Rental housing is only explicitly mentioned in Policy 4.3.1 (noted above). Although mixed-use and multi-residential development is mentioned in the strategy for the Downtown Core, there are no policies specifically related to purpose built rental development.</p>	<p>Add new policies in the Downtown Core and Comprehensive Community policy areas to explicitly encourage the development of purpose-built rentals.</p>
<p>Ensure Development Permit Area (DPA) policies and guidelines do not unreasonably prohibit or restrict SSMUH development. According to the provincial policy manual, local governments are discouraged from using DPAs to regulate form and character of SSMUH development in all but exceptional circumstances. It is recommended to amend existing DPAs to remove SSMUH developments from intensive or multi-family residential definitions.</p>	<p>The Village Core DPA enforces landscaping and building design requirements in the Neighborhood Core, as noted in the policy below.</p> <p>Policy 4.3.8 – “Enforce landscaping and building design requirements in areas of the Neighbourhood Core through the Village Core, Gateway, and Steep Slope Development Permit Areas (DPAs).”</p> <p>Exceptions are only permitted for single-detached residential developments and accessory dwellings, as noted in the policy below.</p> <p>Policy 5.4.21 – “Building Form, Massing, and Materiality, and Landscaping policies apply to all buildings except for single-detached residential developments and accessory buildings less than 46.45 m² (500 ft²) within the Village Core DPA.”</p>	<p>Amend existing DPAs to remove SSMUH developments from intensive or multi-family residential definitions. This amendment reduces regulatory barriers, allowing for quicker and more flexible development. Revising these policies aligns with the provincial recommendation to support more flexible and diverse housing options, applying additional regulations only in exceptional cases.</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>The life-cycle costs of infrastructure and servicing are significantly more cost-efficient when growth occurs in existing neighbourhoods, and within urban containment boundaries, compared to sprawl. Local governments should focus growth in areas that are already serviced.</p>	<p>The OCP policies align with the best practice as it states that new development in the Village should occur within the Village's current boundary and be serviced from adjacent or nearby services to support a variety of housing types within residential neighborhoods (Policy 3.3.ii). To ensure the fiscal sustainability of Nakusp and maximize the capacity of current infrastructure systems, the Village intends to prioritize growth and development of lands in close proximity to existing servicing infrastructure. A Servicing Master Plan (immediate action in 7.3 Strategic Implementation) will be used to inform and guide growth prioritization.</p>	<p>No recommendations – existing language in the OCP is aligned with the best practice.</p>

7. Conclusion

The Village of Nakusp's housing landscape is evolving, driven by a notable anticipated increase in both population and households from 2021. This growth will likely lead to a sustained rise in housing demand.

Population expansion has coincided with dramatic price increases. The median home price appreciated 79% between 2019 and 2022. This has exacerbated housing affordability challenges and put further strain on the rental market. Low vacancy rates across the RDCK and limited supply are expected to further challenge current and future residents looking for both rental and ownership housing.

In 2021, approximately 16% of Nakusp households lived in unaffordable circumstances. Meeting the demand for affordable housing options in the community is crucial. Estimates suggest that about 105 non-market units could be required over the next 20 years to meet the needs of those most vulnerable. Overall, the Village of Nakusp may require an additional 302 housing units by 2041 to mitigate existing and future market imbalances.

The Village of Nakusp recognizes that housing affordability is a key topic for residents. As outlined in their OCP, the Village understands there is a clear need for housing that is affordable and accessible for all sectors of the population and is actively encouraging a greater diversity of housing choices to better suit the needs of current and future residents. The Town is also taking proactive steps to ensure its infrastructure can meet future development pressures by initiating projects like the Waste Water Treatment Optimization Project.

The data presented here is intended to support and supplement the important work already being undertaken by the Village and its partners. Though it will be challenging, the Village of Nakusp, with support from the RDCK, non-profit and profit partners and senior levels of government, is more than capable of addressing the housing needs outlined in this report.

Consulting support from:





THE VILLAGE OF
N A K U S P

Village of Nakusp Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

APPENDIX A: **DEFINITIONS**



Definitions

“bedrooms” refer to rooms in a private dwelling that are designed mainly for sleeping purposes even if they are now used for other purposes, such as guest rooms and television rooms. Also included are rooms used as bedrooms now, even if they were not originally built as bedrooms, such as bedrooms in a finished basement. Bedrooms exclude rooms designed for another use during the day such as dining rooms and living rooms even if they may be used for sleeping purposes at night. By definition, one-room private dwellings such as bachelor or studio apartments have zero bedrooms;

“census” means a census of population undertaken under the Statistics Act (Canada);

“census family” is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex;

“components of demographic growth” refers to any of the classes of events generating population movement variations. Births, deaths, migration, marriages, divorces, and new widowhoods are the components responsible for the variations since they alter either the total population or the age, sex, and marital status distribution of the population:

“emigrant” refers to a Canadian citizen or immigrant who has left Canada to establish a permanent residence in another country.

“immigrant” refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities;

“interprovincial migration” refers to movement from one province or territory to another involving a permanent change in residence. A person who takes up residence in another province or territory is an out-migrant with reference to the province or territory of origin and an in-migrant with reference to the province or territory of destination;

“intraprovincial migration” refers to movement from one region to another within the same province or territory involving a permanent change of residence. A person who takes up residence in another region is an out-migrant with reference to the region of origin and an in-migrant with reference to the region of destination;

“non-permanent residents” refers to persons who are lawfully in Canada on a temporary basis under the authority of a temporary resident permit, along with members of their family living with them. Non-permanent residents include foreign workers, foreign students, the humanitarian population and other temporary residents;

“core housing need” is when housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards;

“adequate housing” means that, according to the residents within the dwelling, no major repairs are required for proper use and enjoyment of said dwelling;

“affordable housing” means that household shelter costs equate to less than 30% of total before-tax household income;

“suitable housing” means that a dwelling has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements;

“dwelling” is defined as a set of living quarters. Two types of dwelling are identified in the Census, collective dwellings and private dwellings. The former pertains to dwellings which are institutional, communal or commercial in nature. The latter, Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons;

“private dwelling occupied by usual residents” refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

“private dwelling not occupied by usual residents” refers to a private dwelling which is not considered the primary place of residence of a household over a calendar year.

“dwelling type” means the structural characteristics or dwelling configuration of a housing unit, such as, but not limited to, the housing unit being a single-detached house, a semi-detached house, a row house, an apartment in a duplex or in a building that has a certain number of storeys, or a mobile home;

“single-detached house” means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house;

“semi-detached house” means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides;

“row house” means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses;

“duplex” (also known as apartment or flat in a duplex) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings;

“apartment in a building that has five or more storeys” means a dwelling unit in a high-rise apartment building which has five or more storeys;

“apartment in a building that has fewer than five storeys” means a dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys;

“mobile home” means a single dwelling, designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation pad and may be covered by a skirt;

“extreme core housing need” has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

“household” refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad;

“owner household” refers to a private household where some member of the household owns the dwelling, even if it is still being paid for;

“renter household” refers to private households where no member of the household owns their dwelling. The dwelling is considered to be rented even if no cash rent is paid;

“household maintainer” refers to whether or not a person residing in the household is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. In the case of a household where two or more people are listed as household maintainers, the first person listed is chosen as the primary household maintainer;

“household size” refers to the number of persons in a private household;

“household type” refers to the differentiation of households on the basis of whether they are census family households or non-census-family households. Census family households are those that contain at least one census family;

“migrant” refers to a person who has moved from their place of residence, of which the origin is different than the destination community they reported in. Conversely, a non-migrant is a person who has moved within the same community;

“mobility status, one year” refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier;

“primary rental market” means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

“Rental Market Survey” refers the collection of data samples from all urban areas with populations greater than 10,000 and targets only private apartments with at least three rental units. Among the information provided are median rental prices for units within the primary rental market;

“secondary rental market” means a market for rental housing units that were not purpose-built as rental housing;

“shelter cost” refers to the average or median monthly total of all shelter expenses paid by households that own or rent their dwelling. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services;

“subsidized housing” refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances;

“tenure” refers to whether the household owns or rents their private dwelling. The private dwelling may be situated on rented or leased land or be part of a condominium. A household is considered to own their dwelling if some member of the household owns the dwelling even if it is not fully paid for, for example if there is a mortgage or some other claim on it. A household is considered to rent their dwelling if no member of the household owns the dwelling;

“vacancy” means a unit that, at the time of the CMHC Rental Market Survey, it is physically unoccupied and available for immediate rental.



Village of Salmo Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

DECEMBER 2024



Acknowledgments

The authors of this report acknowledge that this study takes place on the traditional territory of the Ktunaxa and Okanagan (Syilx) peoples. We hope to continue their legacy of learning from, caring for, protecting, and enjoying the blessings of tradition and territory.

The development of this Housing Needs Report Update Community Profile was led by the Regional District of Central Kootenay (RDCK) and supported by staff from the Land Use and Planning department as well as staff from the Village of Salmo.

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Appendix A: Definitions

Executive Summary

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities, including the Village of Salmo, released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and the changing housing landscape. Like many other Canadian communities, the Village of Salmo is facing escalating housing pressures and rising housing costs.

Recognizing the dynamic nature of the housing market, the availability of new data, and the necessity for updated housing reports, the RDCK commissioned HNR updates for its rural Electoral Areas (A, B, C, D, E, F, G, H, I, J, and K) and partnering municipalities (the Villages of Kaslo, Nakusp, Silverton, Slocan and Salmo). This Community Profile aims to provide an overview of Salmo's current and anticipated local housing conditions and needs and meet new provincial legislative requirements.

KEY FINDINGS

The Population of Salmo is Growing and Changing

- Salmo's total population remained about the same between 2016 and 2021 (1,170 people). During this same time period, total households grew by 3%. Unlike recent trends, the community is anticipated to experience significant growth over the next two decades.
- Projections expect there to be about 1,510 residents in the Village of Salmo by 2041, an increase of 29% from 1,170 people in 2021.
- Growth has historically been, and is expected to continue to be, greatest among senior residents. Projections also anticipate considerable growth among 45- to 64-year-olds over the next 20 years.

Sale Prices are Rising, and Home Ownership is Increasingly Out of Reach for Many

- The median home sale price rose 62% between 2019 and 2022. The median single-detached house sold for about \$625,000 in Salmo in 2022.
- Between 2012 to 2016, couple households were the only defined household type to be able to reasonably afford the median house sale price in Salmo given the increased likelihood of having a dual income. Notably, the gap between the median house price and the affordable threshold for the median household was approximately \$149,200 in 2016. The gap widened to \$454,400 by 2022.
- Homeownership attainability data highlights the notable disparity between growth in prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community. Without significant external support or existing equity, homeownership is out of reach for most residents in the community.

Residents in Salmo are Facing Affordability Challenges

- In 2021, 20% of households in Salmo lived in an unaffordable home, a large percentage relative to other neighbouring communities in the RDCK and across BC.
- Renter households are more severely affected by unaffordability challenges. Forty four percent of Salmo renters were in an unaffordable home and 19% were in Core Housing Need. This is largely related to a high number of single income earners living in rental households.

- About 20% of households in Salmo (115 households) earn a “very low income” or “low income.” These households can afford at most a monthly mortgage or rent of \$515. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).
- Recent years of high inflation have brought household expenses to the forefront – namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households in Salmo into “energy poverty.” Other rising costs of living, including food and gasoline, are also making it challenging for residents to affordably live and save.

Demand is Expected to Increase over the Next 20 Years

- Over the next two decades, provincial projections suggest Salmo may need to add 323 new homes across the housing spectrum to mitigate increased market imbalances, account for anticipated new demand, and address existing housing deficits. Rental demand projections suggest an estimated 52% of new rental units would need to be affordable or offered at a below-market price to best meet the needs of Salmo residents.
- Much of the demand will be influenced by population growth. Growth is largely driven by factors outside of local government control including economic opportunities, available services, infrastructure, transportation, natural disasters, federal and provincial policy, and education opportunities.
- Migration to Salmo is largely from other areas of British Columbia, including adjacent communities. Preparing for growth and addressing demand is not just about accommodating new people – it is about preserving and deepening affordability so current residents across all age demographics in Salmo can stay and thrive in their community.

Interim Report Requirements

The first legislative requirements for housing needs reports were established in 2019, and required local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs. The RDCK and its partner communities, including the Village of Salmo, completed a Housing Needs Assessment in September 2020.

In 2023, amendments to the *Local Government Act* introduced new requirements for housing needs reports. Local and regional governments must now use an established methodology to identify the 5- and 20-year housing need in their communities and local governments must update their official community plans and zoning bylaws to accommodate expected demand.

Communities must complete an interim housing needs report that is required to include three new additional items:

1. The number of housing units needed currently and over the next 5 and 20 years;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by local government, since receiving the most recent housing needs report, to reduce housing needs.

The RDCK and partnering communities have elected to complete the interim report requirements and a comprehensive data update using 2021 census data. For reference, required report content fulfilling the interim report requirements is included in this section. The body of this Community Profile contains all information required by legislation for the Interim Housing Needs Reports and should remain relevant until the next release of Census data, projected for 2027 or 2028.

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED HOUSING NEED

Table 0-1: HNR Method base year versus current year estimates

Description	5-year	20-year
Total demand from 2021 base year	125	323
Estimated total demand from current year (2024)	157	349

Further discussion and analysis of anticipated need is included in Section 5 of this report.

KEY AREAS OF LOCAL NEED

Based on analysis of data and feedback from elected officials and community organizations, the following summary statements describe the current and anticipated housing needs across the following seven key areas: affordable housing, rental housing, special needs housing, housing for seniors, housing for families, shelters for individuals experiencing or at risk of homelessness and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation.

Table 0-2: Key areas of local need

Need	Description
Affordable housing	<p>Affordability remains the greatest contributor to Core Housing Need in the Village of Salmo, with approximately 20% of local households spending more than 30% of their total income on shelter in 2021. Since then, the gap between income purchasing power and actual house prices has widened, indicating that homeownership is further out of reach for most residents in Salmo than it was three years ago.</p> <p>Individuals or families with one income are struggling the most to find affordable housing options in the community, whether to rent or own. Approximately 20% of households in Salmo earned a “very low” or “low” income (see Section 3.3.2 for income categorization information). While many in these categories may already be shelter-secure (e.g., retired households with fully paid-off mortgages), this percentage represents a significant portion of the population that may be especially vulnerable to affordability challenges.</p> <p>Projections anticipate at least 105 subsidized affordable housing units and 219 additional market units will be needed by 2041 to meet demand and begin to balance prices.</p>

Need	Description
Rental housing	<p>Homeownership is becoming increasingly unaffordable for the typical household in Salmo, forcing many who would prefer to own a home to rent instead. Although the cost of renting is also increasing, it often remains the more cost-effective option between the two tenures.</p> <p>Local data shows trends opposite of the above, with the share of renter-occupied dwellings decreasing from 33% to 29% between 2016 and 2021. However, broader vacancy trends in the RDCK’s urban areas and across BC suggest that this local data trend may shift. As rental vacancy rates continue to decrease, there is a clear rise in demand for rental housing relative to available supply. Although vacancy rates typically reflect purpose-built rentals in urban areas, a declining vacancy rate in these markets forces households to seek alternatives in lower-density markets where there is better availability and prices. This leads to increased demand overall.</p> <p>Although there is limited data available on the rental market in smaller communities within the RDCK, engagement with elected officials and community organizations/ groups confirmed that vacancy rates remain well below the 3-5% healthy vacancy rate. Residents have reported having an extremely difficult time finding affordable, suitable rental options to meet their needs.</p> <p>Projection calculations support the data trends, anticipating a continued increase in rental housing demand, with approximately 41% of all projected dwellings expected to be rental units in 2041.</p>
Special needs housing	<p>Although data on waitlists and core housing need is not specific to community members with special needs, national disability statistics show that overall rates of disability increased from 22.3% to 27.0%¹ between 2017 and 2022 surveys. Much of this increase is attributed to the growth of the senior population. As the population in Salmo ages, projections expect the need for more accessible and specialized housing to increase.</p> <p>Increases were also observed among youth and working-age adults, with significant rises in mental health, learning, and developmental challenges. This indicates a broad need for improved access to supportive housing options that cater to various specific support needs and age demographics.</p>

¹ Statistics Canada. (2023, December 1). Canadian Survey on Disability, 2017 to 2022. <https://www150.statcan.gc.ca/n1/daily-quotidien/231201/dq231201b-eng.htm>

Need	Description
Housing for seniors	<p>According to BC projections, Salmo can expect that senior-led households will continue to grow over the next two decades. By 2041, senior-led households may increase by 62% and could comprise 49% of total households.</p> <p>In 2022, the Canadian disability rate among the senior population was 40%, an increase of three percentage points since the last survey in 2017. A significant portion of this rate is related to mobility issues, and the likelihood of disability that increases with age.</p> <p>Given the anticipated growth in senior households and the elevated disability rate within this group, increased senior housing interventions are necessary. These could include ensuring senior housing and facilities are widely permitted locally, further modifying building standards to support aging in place, and/or developing and improving existing senior services and programs.</p> <p>While many solutions fall outside the direct influence of local government, there may be opportunities to partner with other levels of government and local or regional organizations to encourage appropriate seniors housing.</p>
Housing for families	<p>Projections suggest that young family households may decline over the next two decades, with senior-led households comprising a larger share of total households. Consequently, the demand for family-specific dwellings (e.g., those with more bedrooms or larger floor areas) may be marginal.</p> <p>However, projections are inherently imperfect and should not be viewed as absolute. Young families are vital for sustaining local employment and productivity. Affordable options with multiple bedrooms are key to meeting the needs of families, especially lone parent households who often need non-market options to ensure appropriate affordability. Families may also be served by interventions in other areas of the housing spectrum, for example by additional seniors housing that helps reintegrate larger homes back into the market.</p>
Shelters to address homelessness	<p>While shelters are often located in larger urban communities, homelessness is not confined to these areas. National and provincial trends show that overall homelessness is on the rise, with hidden homelessness likely increasing, particularly in small urban and rural areas.</p> <p>About 2% of regional households were identified as earning "very low" incomes. These individuals are the most vulnerable to changes in their housing circumstances and are the most likely to require emergency housing interventions.</p> <p>Addressing homelessness locally is ideal, as it allows residents to remain within their community. However, doing so can be challenging without provincial or federal support. Salmo should stay engaged in regional homelessness strategies to help coordinate and determine the allocation of emergency housing services and programs.</p>

Need	Description
Proximity to transportation	<p>The Village of Salmo recognizes that effective and efficient local transit options near where residents live is important for community members to access jobs, basic amenities, recreational activities, health and wellness supports, and family and friends, among others, both within the Village and neighboring communities.</p> <p>The Village of Salmo Official Community Plan's (OCP)² transportation objectives are outlined below:</p> <ul style="list-style-type: none"> • Work with the RDCK and BC Transit and other partners to improve public transit services between Salmo and other communities within the region and on greater connectivity access across Canada; • Improve active transportation infrastructure to encourage walking and cycling within and around the Village; and • Develop and implement a long-term plan for the current and future EV charging stations in Salmo, including the eventual needs of electric trucks and buses <p>The Village understands the need to locate future housing development near transportation infrastructure to promote more sustainable living options for residents. Providing housing options that are close to transportation infrastructure that supports walking, cycling, and transit not only enhances quality of life by providing convenient and affordable mobility options for all ages, abilities, and budgets, but contributes significantly to reducing the Village's carbon footprint.</p>

² Village of Salmo Official Community Plan – Bylaw No. 687, 2020, Transportation, pg. 59.

LOOKING BACK

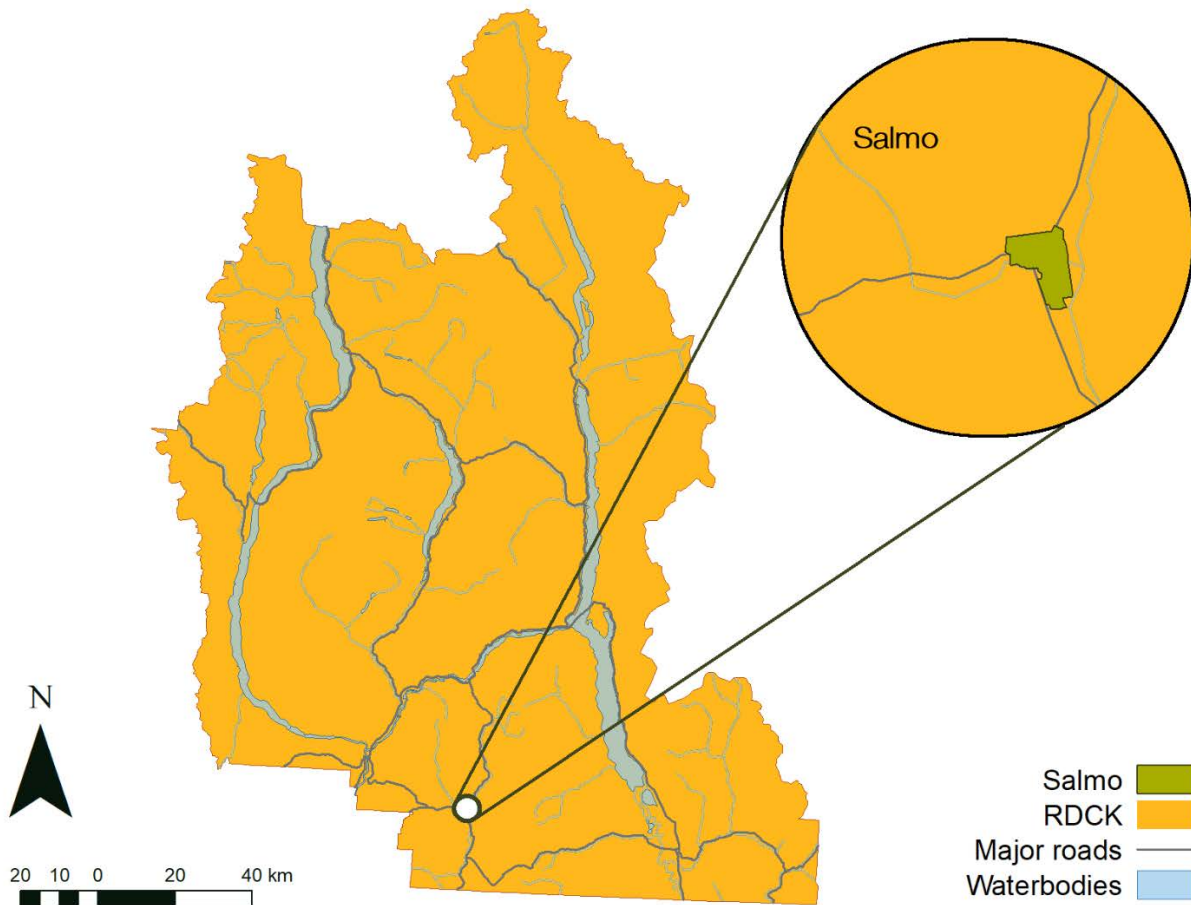
Table 0-3: Actions taken by the Village of Salmo to reduce housing need since the last HNR

General Housing Actions	
Date	Description of Action or Policy
April 2024	<p>Salmo adopted the Development Applications Procedures Bylaw No. 753 in the Spring of 2024. The Bylaw establish procedures and fees in relation to the following:</p> <ul style="list-style-type: none"> • An Amendment to the Official Community Plan and/or Zoning Bylaw. • A Development Permit. • A Development Variance Permit. • A Temporary Use Permit. <p>This bylaw is intended to add clarity and consistency to the development process in Salmo.</p>
Zoning Amendments	
Date	Description of Action or Policy
May 2024	<p>Zoning Bylaw Amendment (Small-Scale Multi-Unit Housing) Bylaw No. 754, 2024 was enacted to amend Zoning Bylaw 489 to comply with Bill 44. This bill requires all municipalities to update their zoning bylaws by June 2024 to allow for a minimum of one secondary suite and/or accessory dwelling units on lots in single detached residential zones.</p>
Rezoning Applications Approved	
Date	Description of Action or Policy
August 2024	<p>Zoning Bylaw Amendment (ADU – 740 Davies Avenue) Bylaw No. 757, 2024 was enacted to allow for a site-specific exemption in the R1 zone to permit the conversion of a detached garage into an accessory dwelling unit.</p>

1. Introduction

Using a wide range of quantitative data and qualitative input from elected officials and community organizations, this document analyzes existing and anticipated housing needs and gaps in the Village of Salmo. All data presented in the report refers to Salmo unless otherwise identified in the text. Figure 1-1 illustrates Salmo's location in relation to adjacent communities and the RDCK.

Figure 1-1: Location Map



Source: BC Geo Warehouse, Statistics Canada

The purpose of this report is to catalogue current and anticipated housing challenges so that decision makers, regulators, funders, and community members can better understand and react to housing issues in the Village of Salmo. A thorough assessment of housing need is a vital foundation to support future initiatives. The data gathered and insights generated by can inform land use and social planning initiatives at local levels, as well as provide hard evidence to further advocacy to senior levels of government. This Community Profile is also a useful resource for those engaged in or entering the housing sector.

1.1 DATA SOURCES

This report refers to several pieces of data that work together to contextualize housing conditions experienced by residents of the Village of Salmo. The following is a list of secondary quantitative data sources (i.e., information collected by other organizations and used for this report):

- BC Assessment
- British Columbia Statistics
- Canada Mortgage and Housing Corporation (CMHC)
- Local government data
- Statistics Canada
- UBC Housing Assessment Resource Tools (HART)

Limitations for each source are detailed in the next subsection. At a high level, no analysis can be exact without individualized person or household datasets. Many datasets in this report rely on population samples which, though statistically sound, may not feel representative or reflect lived experience in Salmo. Any analysis in this report should be considered informed estimates rather than precise descriptions.

This is especially applicable to projection work from any source. Estimating variable changes without knowledge of future conditions is inherently flawed. The projections included in this report are subject to economic, social, and environmental conditions that may not persist in the future. Projections should serve as guideposts, regularly recalculated and adjusted to incorporate new information as needed.

1.1.1 Data Limitations

BC Assessment

Grouped Information

BC Assessment provides assessment roll spreadsheets for communities across British Columbia for the years 2005/2006 through 2022/2023. Assessment roll information is not on an individual property level; rather, similar types of properties are grouped together in “folios” based on several factors, such as property type and dwelling type. These folio groups also mean that assessment and sale price values reflect averages, making it more difficult to express community level average and median values.

British Columbia Statistics

Urban Focus

BC Statistics helpfully consolidates most data related to complete Housing Needs Reports, like the new homes registry, non-market housing, post-secondary student housing, and homeless count sources. The database primarily offers data for urban areas, potentially excluding unincorporated or rural data, or suppressing data for confidentiality. This is often due to urban communities having greater data quality and quantity.

Canada Mortgage & Housing Corporation (CMHC)

Reporting Landscape

CMHC conducts its Rental Market Survey (RMS) every year in October to estimate the relative strengths in the rental market. The survey collects samples of market rent levels, turnover, and vacancy unit data for all

sampled structures. The survey only applies to **primary rental markets**, which are those urban areas with populations of 10,000 and more. The survey targets only privately initiated rental structures with at least three rental units, which have been on the market for at least three months. In the RDCK, CMHC only collects rental data for the City of Nelson.

Statistics Canada

Area and Data Suppression

Some geographic areas are too small to report, resulting in the deletion of information. Suppression can occur due to data quality or for technical reasons, limiting the use of granular Census geographies. This was not a particular concern for this study but limited the ability to use granular Census geographies (specifically, Dissemination Areas – see **Definitions**).

Random Rounding

Numbers are randomly rounded to multiples of “5” or “10,” leading to potential discrepancies when summed or grouped. Percentages derived from rounded data may not accurately reflect true percentages, introducing a level of approximation. Additionally, the sums of percentages may not equal 100%.

UBC Housing Assessment Resource Tools (HART)

Sourced from Statistics Canada

While HART offers detailed methodologies for their analysis, they do rely on Statistics Canada datasets. Consequently, the same limitations as stated above apply for HART analysis results.

1.2 ENGAGEMENT

The RDCK Housing Needs Report Updates Engagement Summary Report summarizes engagement activities conducted by the M’akola Development Services (MDS) and Turner Drake & Partners (TD) in collaboration with RDCK staff for the HNR updates. Engagement opportunities included targeted surveys, presentations, and facilitated discussions.

The Engagement Summary Report captures key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the RDCK Regional Summary Report, Electoral Area Summary Report, and Village Profiles.

2. Community Profile

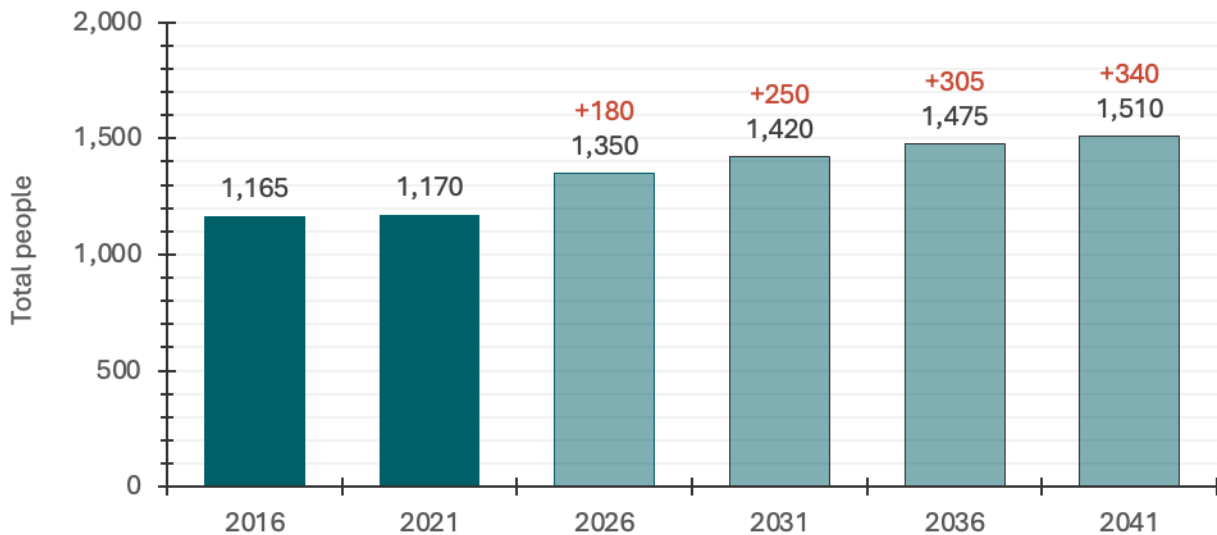
2.1 POPULATION

2.1.1 Historical & anticipated population

British Columbia’s population grew by nearly 8% between 2016 and 2021 (according to BC Government estimates), driven by economic opportunities, immigration, and the quality of life. This growth has heightened the demand for housing, infrastructure, and services, presenting both opportunities and challenges for the province as it adapts to a changing demographic landscape.

Government of British Columbia estimates show that the Village of Salmo grew marginally from 2016 to 2021.³ Figure 2-1 illustrates the changing total population from 2016 and 2021 (BC estimates for Census years) and to 2026 and 2041 (BC Government projections).

Figure 2-1: Historical and anticipated population, net anticipated change of population since 2021



Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-1 provides a summary of the historical population changes across different age groups and includes anticipated population figures over the next two decades.

³ Note that Statistics Canada’s 2021 Census also reports approximately no change in the Village of Salmo’s population. The totals from which the increases are calculated differ between sources. BC estimates are adjusted to account for possible undercounting during the Census’ enumeration.

Table 2-1: Historical (BC Gov't estimates) and anticipated population by age group (BC Gov't projections)

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical population							
2016 population	1,165	175	105	235	360	260	35
2021 population	1,170	160	75	300	325	280	35
% change ('16-'21)	+0%	-9%	-29%	+28%	-10%	+8%	+0%
Anticipated population							
2026 population	1,350	145	115	330	370	340	45
% change ('21-'26)	+15%	-9%	+53%	+10%	+14%	+21%	+29%
2041 population	1,510	165	130	240	465	425	80
% change ('26-'41)	+12%	+14%	+13%	-27%	+26%	+25%	+78%
% change ('21-'41)	+29%	+3%	+73%	-20%	+43%	+52%	+129%

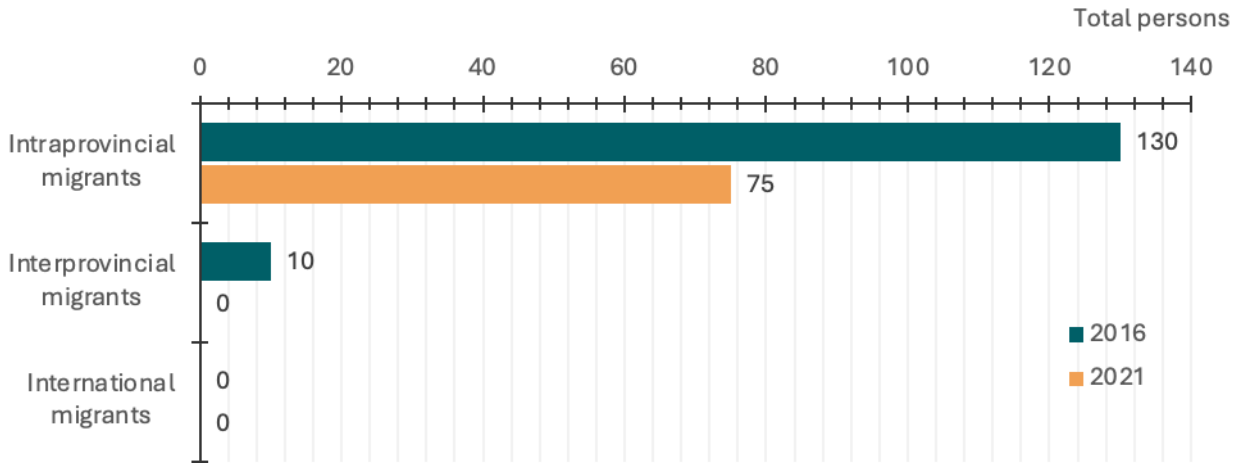
Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

- The province estimates that Salmo's population was 1,170 people in 2021, up marginally from 1,165 in 2016.
- Growth largely occurred among adults aged 25 to 44 and seniors aged 65 to 84. Across this same time period, youth (0 to 14), young adults (15 to 24), and older working age adults (45 to 64) decreased.
- The total population may grow 29% over the next two decades, potentially reaching about 1,510 people in 2041 according to BC government calculations. Most age groups will likely contribute to growth, with a considerable rise among older seniors (85+).
- About 340 additional people may call Salmo home by 2041.

2.1.2 Recent mobility trends

Figure 2-2 illustrates the number of people who moved to Salmo from another area, whether from within British Columbia (intraprovincial), another province (interprovincial), or another country (international). The data reflects mobility trends for the years prior to 2016 and 2021.

Figure 2-2: One-year mobility of population trends



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- People moving from other areas of British Columbia (including adjacent communities) are the largest source of incoming migrants, a trend consistent across both the 2016 and 2021 Censuses.
- International or out-of-province in-migrants do not typically make up a considerable portion of incoming individuals / households.

2.2 HOUSEHOLDS

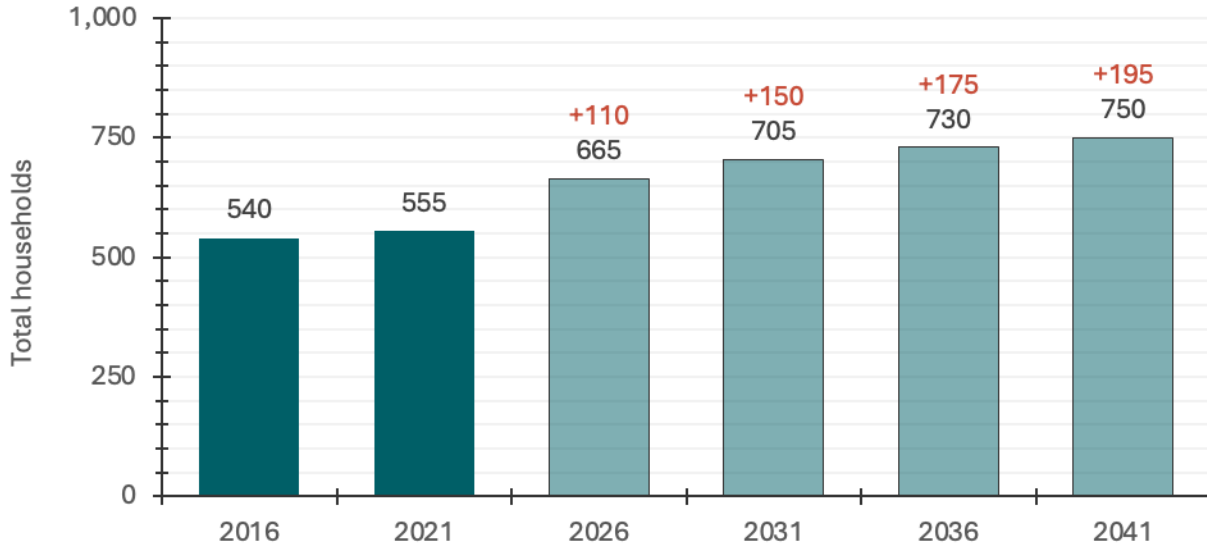
Statistics Canada defines a household as a person or group of persons sharing the same dwelling without another usual residence. A household is the highest-level descriptor of many unique living situations. Households are often categorized in this report by the primary household maintainer's age, which is the age of the person responsible for major expenses like rent, mortgage, taxes, and utilities. When multiple people share this responsibility, the first listed individual becomes the primary household maintainer.

2.2.1 Historical & Anticipated Households

Total households and the age distribution of maintainers are influenced by population changes, and driven by factors like relocations, preferences, and financial situations. Changes in household patterns typically align with broader population trends. Household growth is a key driver of housing demand. Since households need dwellings, projections are closely tied to the needed increase in housing stock to accommodate expected population changes. Economic and financial drivers, while influential, are excluded since they are difficult to predict, both in the near- and long-term.

Figure 2-3 illustrates Salmo's estimated total households and the anticipated 20-year net growth in households.

Figure 2-3: Historical and anticipated households, net anticipated change of households since 2021



Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-2 summarizes historical shifts in total Salmo households, providing insights into expected figures over the next two decades.

Table 2-2: Historical and anticipated households by primary maintainer age (BC Gov't projections)

	Total	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical households by primary maintainer age						
2016 households	540	15	105	205	195	25
2021 households	555	10	145	190	205	20
% change ('16-'21)	+3%	-33%	+38%	-7%	+5%	-20%
Anticipated households by primary maintainer age						
2026 households	665	15	155	215	250	30
% change ('21-'26)	+20%	+50%	+7%	+13%	+22%	+50%
2041 households	750	20	110	265	305	55
% change ('26-'41)	+13%	+33%	-29%	+23%	+22%	+83%
% change ('21-'41)	+35%	+100%	-24%	+39%	+49%	+175%

Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections, Turner Drake & Partners

- The province estimates that Salmo had 555 households in 2021, up 3% from 540 in 2016. Increases occurred mostly among 25- to 44- and 65- to 84-year old led households. Note that these estimates are not the same as reported by the Census in 2016 and 2021, which depicted a decrease instead (and are described in the next section). Detailed Census data comes from a custom Census dataset, purchased by the province from Statistics Canada. This data, used for breaking down community trends, is based on a 25% sample of the population. In contrast, this section’s household data is from a separate provincial dataset, used here as it is an input for the province’s prescribed unit demand calculations described later in the report.
- Total households may grow 35% between 2021 to 2041, reaching approximately 750. It is not uncommon for communities to have a higher rate of household growth than population growth. As a community ages, more people tend to live in smaller households (e.g. 1- or 2-person households rather than 3- or 4-person households.) This drives the average household size down and increases the number of households needed per capita.
- About 195 additional households may call Salmo home by 2041.

2.2.2 Additional Household Characteristics

Table 2-3 summarizes the totals and distributions of households by their size per the 2016 and 2021 Censuses, as well as their respective tenure splits.

Table 2-3: Historical households by household size and tenure share

2016 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	580	245	190	65	55	15	2.0
Share of total	100%	43%	33%	11%	10%	3%	
Owner households	67%	63%	71%	58%	82%	100%	2.0
Renter households	33%	37%	29%	42%	18%	0%	1.9
2021 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	565	255	170	60	45	30	2.0
Share of total	100%	46%	30%	11%	8%	5%	
Owner households	71%	56%	88%	69%	100%	71%	2.1
Renter households	29%	44%	12%	31%	0%	29%	1.7
% change ('16-'21)	-3%	+4%	-11%	-8%	-18%	+100%	

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- While the province reports no change between 2016 and 2021, the Census indicates a decrease of 3% during the same period. Growth occurred only among 1 person and 5+ person households.

- Considerable growth between 2021 to 2023 (based on provincial numbers), particularly among 25- to 44-year old led households, suggests that there may be concurrent increases in the number of younger adult couples. This could mean more 2-person households during that period (or even 3 or more if they are families with children or extended family).
- In 2021, renter households accounted for 29% of all households in Salmo, down from 33% in 2016. Between 2016 and 2021, total renter households decreased by 20, while owners increased by 15.
- Rates of rentership were highest among 1-person households in 2021, a result largely attributed to single person households generally earning less income and having less financial capacity to secure homeownership.

Table 2-4 summarizes the totals and distributions of households by their household family type per the 2016 and 2021 Censuses, as well as their respective tenure splits. Note that a “census-family with a child” includes both couples and lone parents. A “non-census family” refers to a household made up of a single person or unrelated individuals (i.e., roommates).

Table 2-4: Historical households by census-family type and tenure share

2016 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	580	165	145	250
Share of total	100%	28%	25%	43%
Owner households	67%	79%	62%	62%
Renter households	33%	21%	38%	38%
2021 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	565	145	135	270
Share of total	100%	26%	24%	48%
Owner households	71%	90%	73%	59%
Renter households	29%	10%	27%	41%
% change ('16-'21)	-3%	-12%	-7%	+8%

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Non-census family households (i.e., single persons or roommate households) were the only household type to experience growth between 2016 and 2021, growing 8% over the five years.
- Couples (with or without children) declined between 2016 and 2021. However, recent growth among 25- to 44-year olds suggests that these categories may have increased since 2021, and could continue to increase over the next decade.

2.3 INCOME

Income statistics are critically important for determining affordability. How much a household earns is the most important factor in determining what type and size of home the household can afford. A household's earnings are largely contingent on the characteristics and composition of the people making up the household (e.g., how old is the household, how many people are in the household, does a household own or rent their dwelling?) Most affordability calculations use median before-tax household, or the total income earned by a household before income taxes and other elements are deducted, as the primary input.

Key Definition

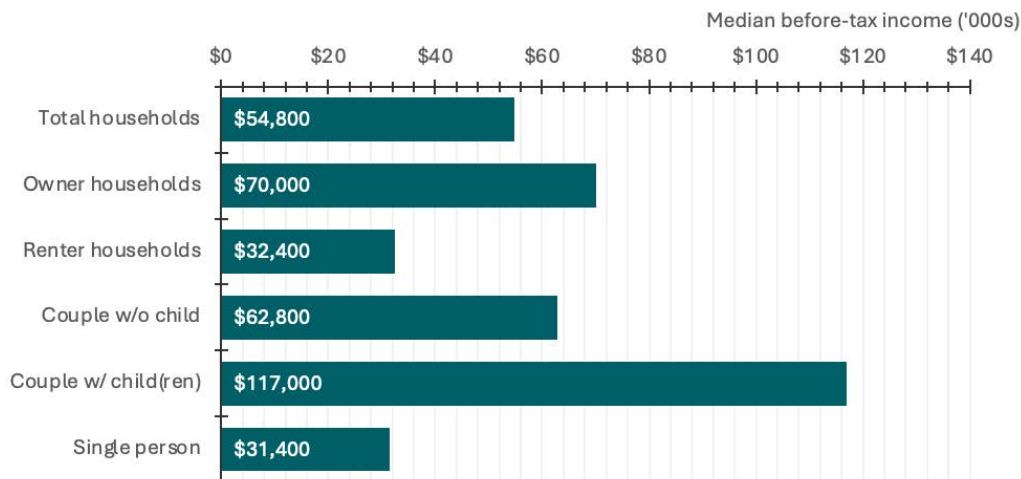
Median before-tax household income: the total income earned by a household before income taxes and other elements are deducted. Commonly used to determine housing affordability.

Note: Canadian Emergency Response Benefit (CERB) relief payments may have artificially boosted income data in the 2021 Census, obscuring some housing need. Though a necessary stimulus during the height of the COVID-19 pandemic, CERB temporarily raised the annual income for many residents of the RDCK, mostly in the lowest income brackets. Most households briefly pulled out of housing need by CERB likely returned to pre-COVID income levels after support programs ended.

2.3.1 Median before-tax household incomes

Figure 2-4 illustrates the median before-tax household incomes by tenure and household family type.

Figure 2-4: Median before-tax household income by tenure and household family type, 2021



Source: BC Government purchased + Turner Drake purchased Custom Statistics Canada Census Tabulations

- In 2021, the median household earned \$54,800 before-tax, up 18% from 2016 (\$46,621). As noted above, this sharp increase is likely attributed to COVID-19 relief payments.
- Couples with children had the highest median annual income (\$117,000), followed by couples without children (\$62,800), which would include households with one or multiple retirees. Two or more person households are more likely to have a higher household income than single earners due to the increased likelihood of having two or more incomes.
- Owner households, which report a higher average household size, reported a higher median income than renter households.

2.3.2 Income categories

This report adopts methods used by UBC’s Housing Assessment Resource Tools (HART), which uses custom Statistics Canada Census tabulations to establish five household income categories that can help inform the share of the population most at risk of financial pressures related to housing. The categories are as follows:

- **Very low income:** 20% or less of area median household income (AMHI), generally equivalent to shelter allowance for income support recipients.
- **Low income:** 21–50% AMHI, generally equivalent to one full-time minimum wage job.
- **Moderate income:** 51–80% AMHI, generally equivalent to a starting salary, depending on the job and sector.
- **Median income:** 81–120% AMHI, representing the ‘middle class.’
- **High income:** More than 120% AMHI, the group with the greatest housing wealth

Table 2-5 summarizes the share of households that belong to each income category, and the approximate range of shelter costs that a household can afford. Note that the affordable shelter costs use Statistics Canada’s 30% shelter-cost-to-income ratio (i.e., affordability threshold), further adjusted to account for an assumed 25% of shelter costs being allocated to ancillary costs like insurance or utilities. In other words, the affordable shelter cost provided in the table represents only a rent or mortgage payment.

Table 2-5: Income category summary, 2021

Income category	Annual household income	Affordable shelter cost	Estimated share of total households
Very low income	≤ \$10,960	< \$205	0%
Low income	\$10,961 to \$27,400	\$205 to \$515	20%
Moderate income	\$27,401 to \$43,840	\$515 to \$820	18%
Median income	\$43,841 to \$65,760	\$825 to \$1,235	17%
High income	\$65,761 +	\$1,235 +	42%

Source: UBC Housing Assessment Resource Tools (HART)

- In 2021, about 42% of households earned a “high income,” and could afford monthly mortgage payments or rent at a minimum of \$1,235.
- About 20% of households earn a “very low income” or “low income,” totalling about 115 households. These households can afford at most a monthly mortgage or rent of \$515. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

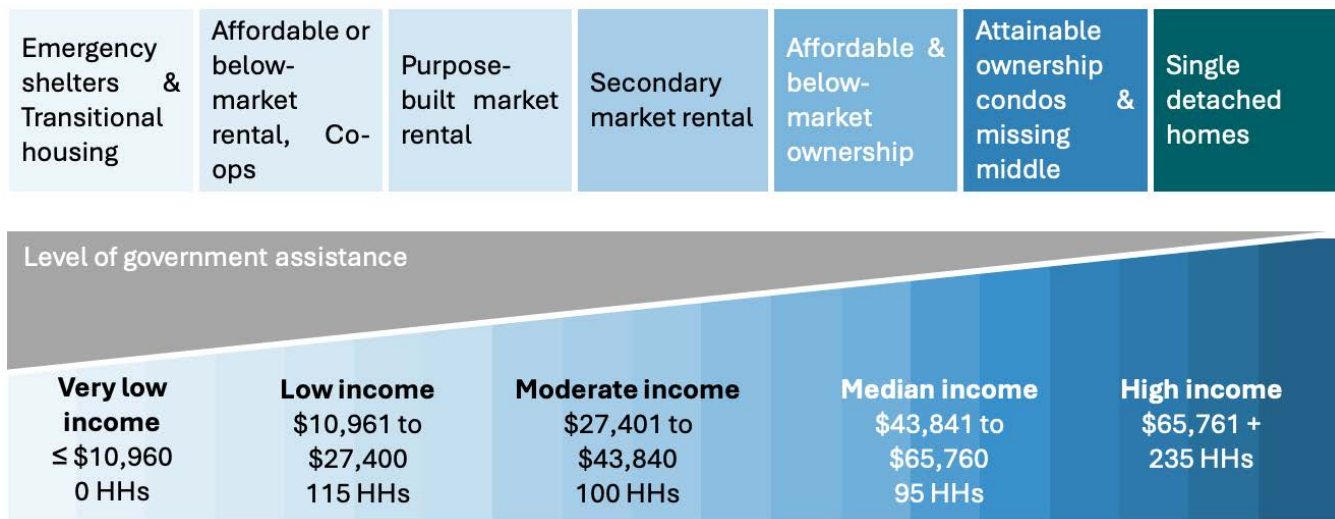
2.3.3 Income vs. Housing Continuum

Figure 2-5 illustrates a varied version of the housing continuum, originally created by the Canadian Mortgage and Housing Corporation (CMHC) and demonstrates how income categories and households within each category may align along this continuum.

It is difficult to determine the exact number of households that should occupy each type of housing given the specific circumstances of individual households are not known. However, this figure provides an estimate of the number of units needed to potentially accommodate the maximum number of households’ needs.

Around 115 local households with very low to low incomes (earning less than or equal to \$27,400), often single individuals, are at higher risk of needing emergency housing services due to sudden personal, physical, or financial changes.

Figure 2-5: Rough distribution of households on the housing continuum



3. Housing Profile

The 2021 Census recorded 599 total dwellings in Salmo, of which 565 were occupied by usual residents. A usual resident is an owner or renter that lives in their dwelling more than half of the year, which qualifies the dwelling as their primary place of residence. Conversely, a non-usual resident occupied dwelling could include a recreational property, short-term rental, or unoccupied dwelling.

Given these numbers, it is estimated that about 5.5% of local dwellings may have been used for purposes other than permanent occupation. In 2016, this number was about 5.0%, a marginal change.

Table 3-1 summarises the totals and distribution by structure type for Salmo.

Table 3-1: Dwellings occupied by usual residents by structural type and tenure, 2021

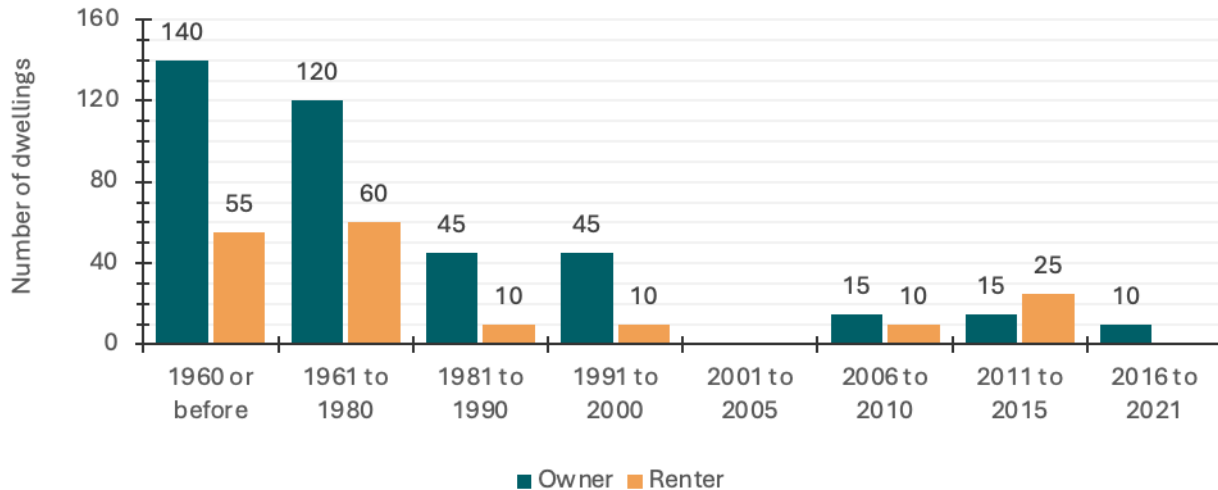
	Total	Single	Row	Semi	Duplex	Apt (<5 floors)	Apt (5+ floors)	Mobile
Total	565	400	40	10	0	65	0	50
Share	100%	71%	7%	2%	0%	12%	0%	9%
Owner	71%	91%	0%	0%	-	0%	-	80%
Renter	29%	9%	100%	100%	-	100%	-	20%

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Single-detached homes account for almost three-quarters of the housing supply (400 units), followed by apartments at 12% (65 units) and mobile dwellings at 9% (50).

Figure 3-1 shows the distribution of the current dwelling stock by its age of construction. For the years that display no construction activity, this may not mean that no construction occurred, but instead that the volume of construction was small enough to either be suppressed by Statistics Canada for confidentiality or was rounded to 0. In either case, the lack of a reported value suggests slow construction activity.

Figure 3-1: Dwellings occupied by usual residents by age of construction and tenure, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- About two-thirds of local dwellings were built before the 1980s, a trend consistent for both owner and renter dwellings. Construction activity has yet to return to those levels. The period of highest annual change was between 2011 and 2015, with 45 units constructed during those years.

3.1 RECENT DWELLING PERMIT ACTIVITY

Historical permit data indicates that the Village of Salmo built 49 and demolished two units over the last ten years (mid-2015 to mid-2024). Among the units permitted, sixteen units were single family homes, two were secondary suites, two were duplex units, and one was a mobile home. The remaining 28 units were allocated for a supportive housing development. On average, Salmo permits five units annually, which is in line with the above Statistics Canada construction data by age.

3.2 PROPERTY OWNERSHIP

The Census identified that approximately 5.5% of dwellings were reported as not being occupied by a usual resident in 2021. While a useful number to quantify the relationship between permanently and non-permanently occupied dwellings, Statistics Canada does not offer much in terms of who owns these non-permanent dwellings. Despite the lack of detailed data, some initiatives from Statistics Canada – particularly the Canadian Housing Statistics Program – provide some insights into local property ownership.

Key Definitions

Investment property: A property owned by someone that is not identified as a primary place of residence by the owner.

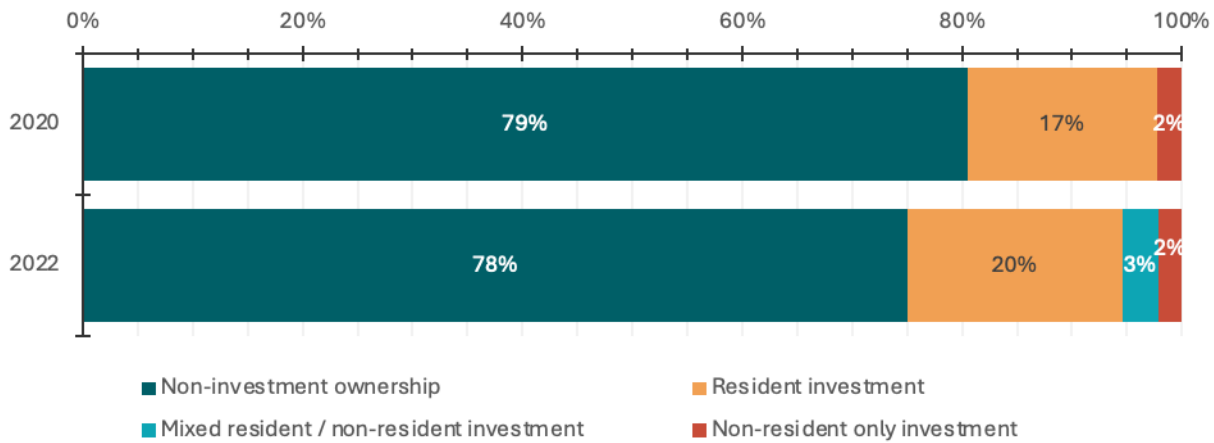
Non-investment property: A property owned and occupied by the owner.

Resident: A person who lives in Canada as their primary country of residence.

Non-resident: A person who does not live in Canada as their primary country of residence.

Figure 3-2 illustrates how the distribution of improved residential property ownership (i.e., a property with a dwelling on it) has changed from 2020 to 2022; specifically; what share of properties are owned locally, by residents of Canada, and by non-residents of Canada. Note that values may not equal 100% due to rounding.

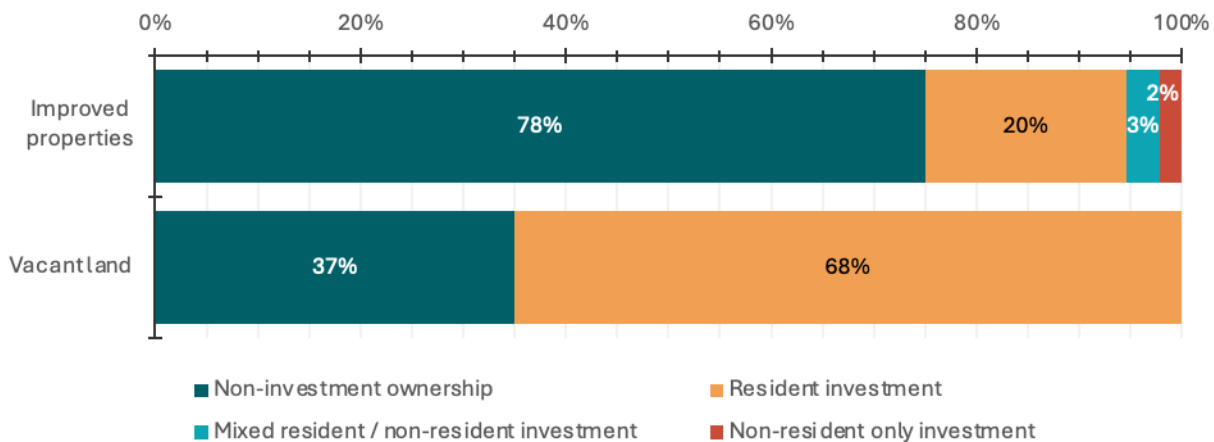
Figure 3-2: Share of local residential improved properties by ownership type



Source: Canadian Housing Statistics Program

Figure 3-3 illustrates how the distribution of ownership differs between an improved residential property and vacant land intended to be residential in 2022 (the most recent year collected). Note that values may not equal 100% due to rounding.

Figure 3-3: Share of local residential improved properties versus vacant residential properties by ownership type, 2022



Source: Canadian Housing Statistics Program

- About 19% of properties with a dwelling were classified as “investments” by Statistics Canada in 2020. Included in this percentage are permanently occupied rental properties owned by someone who may or may not have lived locally.
- In the same year, about 2% of dwellings were owned entirely by someone who does not live in Canada full-time.
- By 2022, the share of non-resident participants grew from 2% to 5%. This growth was exclusively due to an increase among mixed ownership situations (i.e., combined ownership between resident and non-resident owners), potentially a result of owners living in Canada moving abroad.
- Concurrently, the share of resident investor owned residential property increased from 17% to 20%.
- Vacant properties intended for residential uses were majority owned by resident investors, which could include locals or people elsewhere in Canada. Statistics Canada reported that no one outside of Canada owned local land; however, some may exist but may not have been included not counted due to rounding.

3.3 RENTAL UNIVERSE

The rental universe includes a variety of different types of rental housing, most commonly categorized as either primary market, secondary market, or non-market rental housing.

CMHC’s Rental Market Survey provides detailed data on the primary rental market (i.e., purpose-built rentals with 3+ units). Unfortunately, CMHC only surveys communities with a population of larger than 10,000 people. Because the Village of Salmo does not meet the minimum community size requirements, there is limited available data specific to the Village’s primary rental market.

Figure 3-4 summarizes the distribution of the local rental stock based on housing types identified in the Census, including what may be considered secondary rental market apartments (i.e. rental units that are not in a purpose-built rental building.) Non-market rental units are not delineated in the Census but are covered more fully in section 3.5 of this report.

Key Definitions

Primary Market Rental: Purpose-built rental buildings with at least three rental units. These units are privately initiated, usually with the intention of being offered for rent at market rates.

Secondary Market Rental: All privately rented homes not categorized as primary market rentals. Can include: Rented detached homes, duplexes, semi-detached homes or row homes, rented freehold row/ town homes, rented accessory apartments or suites, and rented condominiums.

Figure 3-4: Estimated overall rental universe by dwelling type, 2021



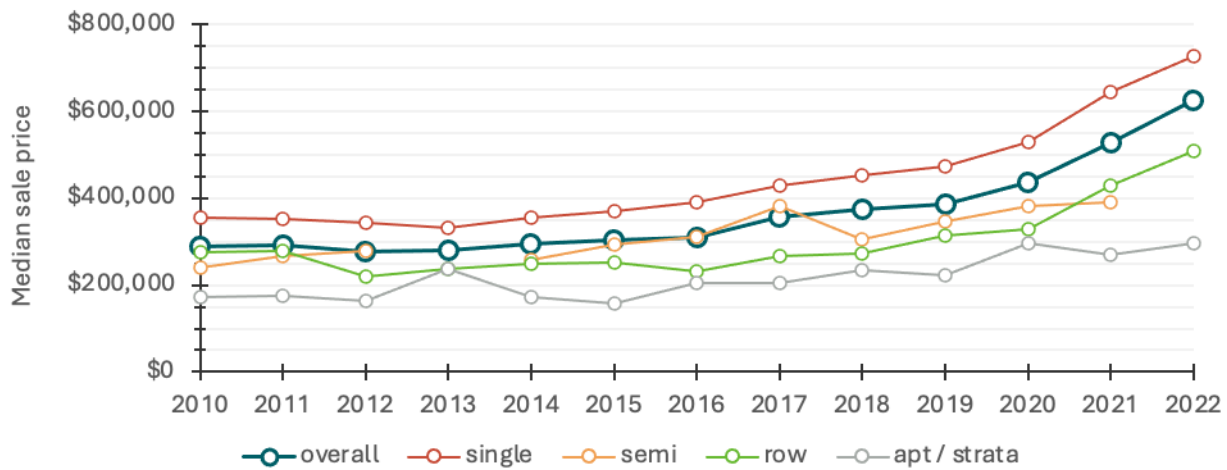
Source: BC Government purchased Custom Statistics Canada Census Tabulations

3.4 MARKET HOUSING ACTIVITY

3.4.1 Home price trends

Figure 3-5 illustrates historical median home prices by dwelling type. The data is sourced from BC Assessment’s historical revised rolls, which include sales information up to and including 2022. The dwelling types provided by BC Assessment have been reclassified to align with the categories used by Statistics Canada in their Census questionnaire.

Figure 3-3: Annual median sale price by dwelling type



Source: derived from BC Assessment

Table 3-2 offers the same data, but this time it presents the percentage change in median home prices by dwelling type over specific time intervals.

Table 3-2: Sale price and percentage change by dwelling type and select years

	Sale price				Percent change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Overall	\$289,000	\$309,800	\$386,000	\$625,000	+7%	+25%	+62%
Single-detached	\$355,200	\$389,200	\$472,700	\$725,600	+10%	+21%	+54%
Semi-detached	\$240,700	\$310,000	\$346,700	-	+29%	+12%	-
Rowhouse	\$276,300	\$230,000	\$313,400	\$507,600	-17%	+36%	+62%
Apartment / strata	\$172,500	\$205,900	\$221,400	\$296,200	+19%	+8%	+34%

Source: derived from BC Assessment

- From 2010 to 2016, house prices appreciated at about the same pace as provincial shelter inflation.
- Price escalations became more significant after 2016, rising 25% between 2016 and 2019. Escalations ramped up even further post-2019, rising another 62% from 2019 to 2022.
- By 2022, the median home price had reached \$625,000. The most expensive form of housing was a single-detached home, with a median price of \$725,600. Increases were reported among all defined dwelling types.

3.4.2 Homeownership attainability

Figure 3-6 compares the median home price in Salmo to the estimated price different household types earning the median income could afford. An “affordable price” is set using a variety of mortgage assumptions and the median annual income of each household family type. The purpose is to highlight the impact of changing local incomes and prices on affordability.

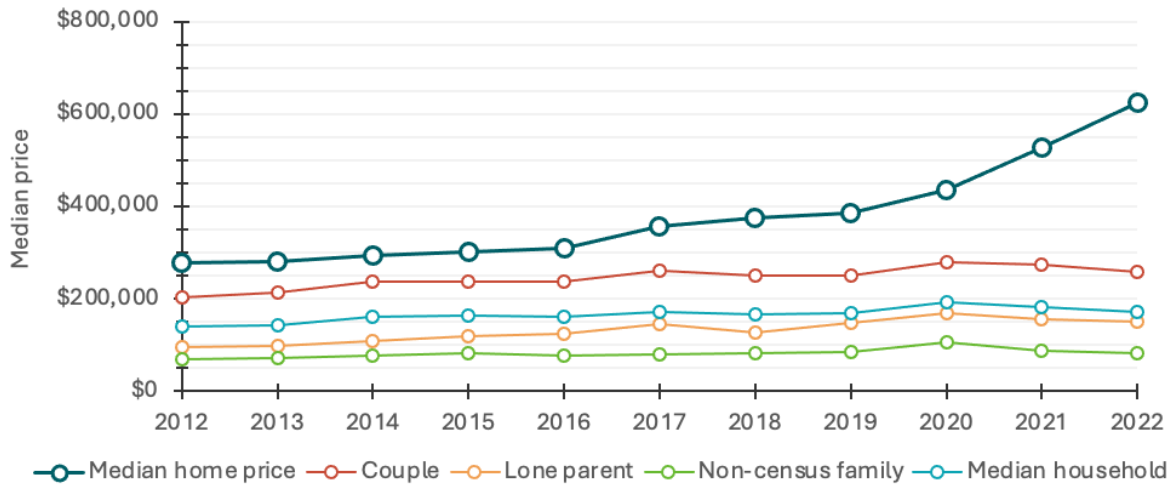
Assumptions

- Amortization period = 25 years
- Payment frequency = monthly
- Interest rate = prevailing (at given year) average weekly rate for 5-year fixed mortgage
- Down payment = 10%
- CMHC insurance = 3.10%
- Income used for shelter expenses = 30%
- Ancillary shelter costs = 25%
- Direct shelter costs (for a mortgage payment or rent) = 1 – ancillary = 75%

Calculations

- Collect 2021 median before-tax household incomes by household type, income bracket ranges, and income category ranges, as well as total households by characteristic.
- Estimate an affordable monthly payment using affordability assumptions above (i.e., $\text{income} \times 30\% \times [1 - 25\%] = \text{monthly payment}$).
- Convert the affordable monthly payment to an affordable purchase price, based on mortgage and down payment assumptions.
- Collect the 2022 median purchase prices by dwelling type.
- Compare median purchase prices to household budgets. If budget is below, a household’s income cannot afford the purchase price.

Figure 3-6: Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, custom Statistics Canada dataset4 and mortgage assumptions

- From 2012 to 2016, the median couple household was the only defined household type to consistently afford the median house price. Couple households were the most capable of accessing housing given the increased likelihood of having a dual income.
- Since 2016, the median price of a home has become increasingly out of reach for all median household types. The gap between the median house price and the affordable threshold for the median household was approximately \$149,200 in 2016. The gap widened to \$454,400 by 2022.
- Homeownership attainability data highlights the notable disparity between growth in prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Important note: The gap between the affordable purchase price and actual price reflects the median. There are individuals or households who face significantly greater or significantly less financial challenges related to their shelter. As of 2021, 10% of owner households in Salmo reported not reasonably affording where they live (see Section 4.1 for more details).

3.5 NON-MARKET HOUSING

Non-market housing encompasses all forms of housing not subject to market forces. This includes public or social housing, affordable housing offered by non-profit organizations, and transitional and emergency shelters, among others.

Table 3-3 provides an overview of the current housing and program offerings within Salmo, as reported by BC Housing in March 2024. Please note that “XX” indicates that a unit of housing or programming may exist but is kept confidential to ensure the identity of an individual or household is not compromised.

4 Statistics Canada. Table 11-10-0012-01 Distribution of total income by census family type and age of older partner, parent or individual. DOI: <https://doi.org/10.25318/1110001201-eng>

Table 3-3: Summary of local non-market housing and programs, March 2024

Emergency Shelter and Housing for the Homeless	
Homeless housed	0
Homeless rent supplements	0
Homeless shelters	0
Total	0

Transitional Supported and Assisted Living	
Supportive seniors housing	XX
Special needs	XX
Women & children fleeing violence	XX
Total	1

Independent Social Housing	
Low income families	XX
Low income seniors	XX
Total	52

Rent Assistance in Private Market	
Rent assistance for families	XX
Rent assistance for seniors	XX
Canada Housing Benefit recipient	XX
Total	13

Source: BC Housing

- The Village of Salmo is not the non-market housing centre of the RDCK, but still offers supply to the region’s inventory of units, programs, and services.
- There are 52 independent social housing units for low-income seniors, one transitional/supported assisted living unit, and 13 recipients of rent assistance.
- In total, Salmo serves 66 of the 1,323 RDCK residents / households who are receiving housing assistance.

4. Housing Need

4.1 HOUSING CRITERIA

CMHC's Core Housing Need (CHN) metric measures three critical housing criteria and whether reasonable alternatives exist in the market. A household is in core housing need if its housing does not meet one or more of the following standards:

Adequate

Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.

Suitable

Housing is considered suitable when there are enough bedrooms for the size and make-up of resident households. This is according to National Occupancy Standard (NOS) requirements.

Affordable

An affordable home costs less than 30% of the occupying household's before-tax household income.

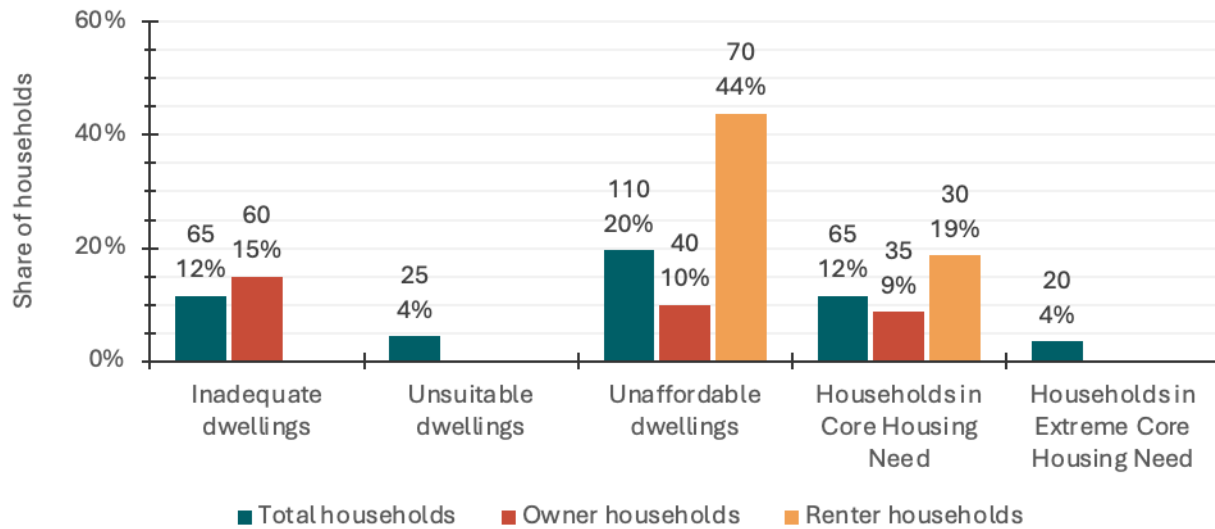
Acceptable housing is adequate in condition, suitable in size, and affordable. An added metric is "Extreme Core Housing Need (ECHN)," which refers to a household paying more than 50% of their income on shelter costs.

Historically, unaffordability has contributed the most to rates of CHN. However, a household in an unaffordable home does not necessarily mean they are experiencing CHN. CHN also considers whether affordable alternatives exist. In other words, CHN accounts for and does not include households living in an unaffordable home by choice (e.g., buying a home that is expensive now, but may be affordable later as the household income grows.)

4.2 HOUSING NEED BY TENURE

Figure 4-1 shows rates of inadequacy, unsuitability, unaffordability, CHN, and ECHN for all households as well as households by tenure. Note that blanks exist where the data showed zeros, which are assumed to be cases of suppression resulting from Statistics Canada's rounding practices to protect confidentiality.

Figure 4-1: Share of households experiencing a specific housing indicator by tenure, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- In 2021, about 12% and 4% of local households lived in a home that required major repair or was too small, respectively.
- Unaffordability is the housing indicator most prevalent among households. In Salmo, 20% of households lived in unaffordable circumstances.
- Renter households are most severely affected by unaffordability (44%) and Core Housing Need (19%). This is largely related to a high number of single income earners living in rental households.

4.3 ENERGY POVERTY

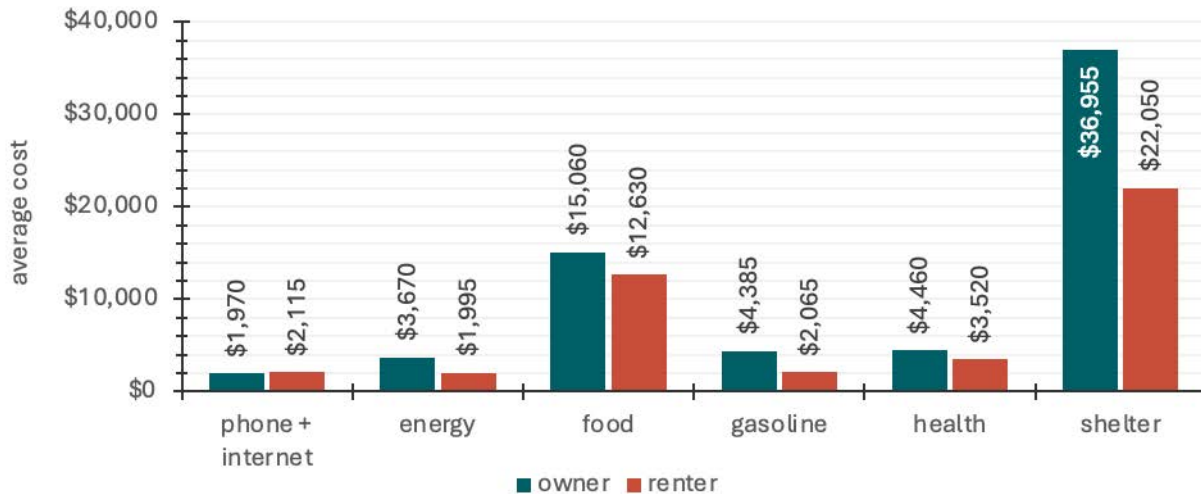
There are several expenses that contribute to the overall cost of housing. While these costs have always been a critical factor in determining a home’s affordability, recent years of high inflation have brought household expenses to the forefront – namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households into “energy poverty.”

According to the Canadian Urban Sustainability Practitioners (CUSP), energy poverty refers to the experience of households or communities that struggle to heat and cool their homes and power their lights and appliances. Canadian academics have developed three key thresholds to define a disproportionate energy cost burden relative to a household’s average after-tax income. A home is considered in energy poverty if it meets any of the following criteria:

1. Spending more than 6% of after-tax income on utilities,
2. spending more than 4% of after-tax income on fuel used for transportation, and
3. spending more than 10% of after-tax income for the combined of (1) and (2).

Figure 4-2 illustrates selected average annual living cost estimates for owning and renting households in Salmo, inclusive of energy and gasoline costs. These estimates are produced using Statistics Canada’s 2019 Household Spending Survey data, adjusted by inflation and estimated locally based on distributions of dwelling structure types.

Figure 4-2: Average annual living expenses, 2023



Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- Shelter cost estimates are the most expensive item for a household. The typical household pays approximately \$22,000 annually on rent or \$37,000 on a mortgage. Both figures include ancillary costs like insurance, condo fees, and taxes (if applicable).
- Food costs are the second-highest expense. With owner households generally having a higher average number of people, their reported average annual food cost is noticeably higher.
- To avoid being considered in “energy poverty,” a renter household would require an after-tax income of at least \$33,300 to afford the average annual energy bill, while an owner household would require an income of at least \$61,200.
- To consider vehicle gasoline costs affordable, a renter household would need an after-tax income of \$51,600, and an owner household would need \$109,600.
- Based on after-tax household incomes reported by Statistics Canada in 2021 (\$43,600 and \$69,600), the most burdensome energy costs for households are vehicle expenses. This is due to the vast geographies that many residents must regularly travel.

It is important to note that results for energy poverty may be underrepresented, as they cannot quantify whether households are living comfortably or just scraping by. The closer a household is to the energy poverty line, the greater the likelihood that they must make concessions in comfort to reduce energy costs.

5. Anticipated Housing Demand

5.1 DEMAND BY COMPONENT

In June 2024, the Province of British Columbia released a standardized HNR demand calculation methodology. The HNR Method estimates the total number of housing units required to address a community’s current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of six components (labeled A through F in Table 5-1). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

It is important to note that the HNR demand calculation methodology does not consider the unique challenges to development in Salmo, such as servicing limitations/constraints, high construction costs, the availability of trades, and planning staff capacity, among other factors. Coordinated growth management planning with the RDCK, funding from senior levels of government, and creative solutions to densification will all be required to support the Village of Salmo to meet anticipated demand.

Table 5-1 provides a summary of the result for each component of the HNR Method for the Village of Salmo over the next 5 and 20 years, as required by legislation.

Table 5-1: Anticipated housing demand by anticipated period and component

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.	2	8
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.	4	8
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment.	15	61
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for municipalities is based on the average of local and regional projections (thus, population / household growth trends discussed above may not follow the same trajectory as dwelling projections) and electoral areas use solely regional projections.	90	192

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates.	1	3
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand factor is based on a ratio of housing price to housing density, and is calculated for each applicable community.	13	52
TOTAL			125	323

Source: HNR demand calculation methodology ([link](#))

HNR Method Considerations

The HNR method prescribed by the BC Government is a standardized demand calculation methodology to ensure that all local governments produce consistent and comparable assessments of their housing need. This methodology works better for some areas than others. For municipalities with a small population base, the methodology is likely to result in an overestimate of demand. No projections are perfect, which is why the provincial legislation requires that municipalities repeat them every five years (as new information and data becomes available) as part of the HNR updates. The purpose of these projections is to serve as a target for municipalities to consider when assessing their zoning capacity to prepare for potential housing demand.

While it is required by legislation to report both the 5- and 20-year demand, the BC government is more interested in the 20-year projection. The short-term projection was a focus of the previous iteration of the HNR legislation which has since been revised to encourage communities to align housing projections with long term planning policies and tools (e.g., official community plans, zoning bylaws).

- The results indicate that Salmo may need to build 125 units by 2026 and 323 units by 2041. While much of the demand will come from future growth, the number of suppressed households since 2006 and the demand buffer adjustment also contribute significantly.
- Components A, B, C, and E attempt to catalog unmet “current” demand, and thus serve as an estimate of the existing housing shortage (without considering any changes since 2021, which is the reference year).

5.2 DISTRIBUTION OF DEMAND

5.2.1 Housing price model and dwelling size

An adaptation of the HNR Method provides a rough idea of current market and non-market housing demand and what Salmo can expect over the 20-year projection period. HNR Method guidelines do not prescribe how to perform this analysis, which could allow for more community level discretion.

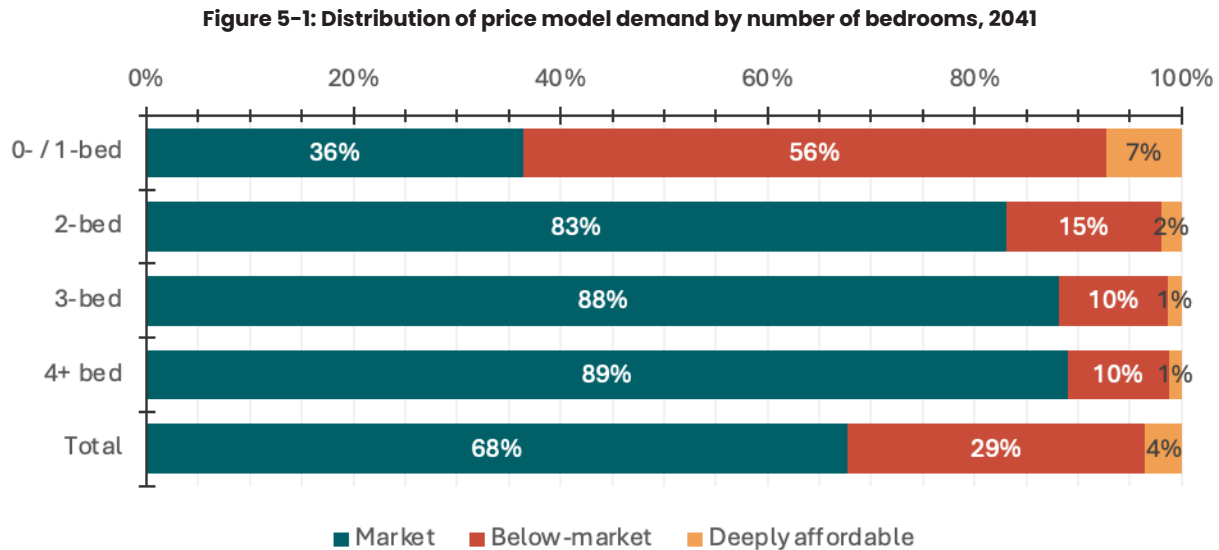
Table 5-2 summarizes the results of applying the dwelling size distributions discussed in the **2024 Regional District of Central Kootenay Housing Needs Report** to project demand in the Village of Salmo. The outcome of this analysis is a table outlining anticipated demand, disaggregated by the number of bedrooms and intended market / price model. Note that non-market housing has been further separated into “affordable / below-market” housing (i.e., housing explicitly offered at prices below market, like the 80% of Median Market Rent criteria described by CMHC funding opportunities or rent-geared to income housing) and “deeply affordable” housing (i.e., rents offered at the shelter rate of income assistance, often combined with support services).

To distinguish what portion of the community might benefit from non-market housing, HART’s income categories and how they overlap across the housing continuum are considered. Briefly, we apply the historical proportions of households earning “very low” and “low” incomes to demand totals. The demand for deeply affordable and below-market units represents these respective income categories.

Table 5-2: Anticipated demand disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	17	44	26	68	4	9	47	121
2-bed	28	71	5	13	1	2	34	85
3-bed	23	61	3	7	0	1	26	69
4+ bed	17	43	2	5	0	1	19	48
Total	85	219	36	93	5	12	125	323

Figure 5-1 illustrates the distributions of the above price models by the number of bedrooms to show what dwelling sizes are best targeted by market or non-market interventions.



- The 5- and 20-year demand projections suggest a need for 125 and 323 units, respectively.
- Market housing should remain the primary contributor to the local inventory, though there is a clear need for non-market interventions. By 2041, Salmo may need 93 affordable / below-market offerings and 12 additional deeply affordable units.
- Engagement respondents expressed the importance of ensuring all demographics have access to non-market, affordable housing options in the communities they live in.
- As suggested by the calculated shares of units by number of bedrooms, market housing demand will likely focus more on 2- and 3-bedroom units; whereas, non-market solutions may distribute more to 0- and 1-bedroom dwellings.

5.3.1 Housing price model and tenure

For the most part, the market will ultimately decide whether new dwellings are built for rental or ownership based on prices and preferences. However, adapting data to estimate how demand might be distributed between owner and renters is useful for understanding which price models might be most needed over time.

Table 5-3 showcases the results of this analysis (with greater detail in the regional housing report, highlighting how different forms of housing may be distributed by size).

Table 5-3: Anticipated demand disaggregated by anticipated price model and tenure

Price model:	5-year (by 2026)		20-year (by 2041)	
	Owner	Renter	Owner	Renter
Market housing	59	26	154	65
Affordable / below-market	14	22	36	57
Deeply affordable	0	5	0	12
Total	73	52	190	133

- While it is likely that market housing demand will mainly be for owner-occupied housing, there is a notable forecasted interest in expanding the local market rental inventory.
- Non-market solutions typically take the form of rentals, but data suggests there could be demand for below-market ownership options, which could mean considering alternative forms of ownership such as co-operatives or community land trusts if funding and support programs materialize.

6. Bill 44 Analysis and Recommendations

Bill 44 – Housing Statutes (Residential Development) Amendment Act includes a suite of legislative changes to the local government land use planning framework aimed at providing additional housing in British Columbia communities. As previously noted, all local governments are now required to use a standardized projection method to understand housing needs over the next 5 and 20 years. The new legislation mandates that municipalities update Official Community Plans (OCPs) and zoning bylaws to permit the total anticipated housing demand over at least the next 20 years, as identified by the HNR Method. OCPs must also include policies that address a wide range of housing types (e.g. affordable housing, rental housing, seniors housing, family housing, etc.). Local governments must complete their first review and OCP update based on the interim HNR projections by December 31, 2025.

Bill 44 also includes legislative amendments that require local government bylaws to allow for small-scale, multi-unit housing (SSMUH). SSMUH describes a range of housing units that can provide attainable housing for middle-income families, including secondary suites in single family dwellings, detached accessory dwelling units, triplexes, townhomes, and house-plexes. Local governments were required to update their bylaws by June 30, 2024, to accommodate SSMUH.

To support the Village of Salmo to complete the required OCP and corresponding zoning bylaw updates, the consulting team has identified several best practices and considerations for meeting the requirements of Bill 44. The team reviewed the Salmo OCP and identified areas for policy intervention, outlined in Table 6-1. It is important to note that this review is a starting point for staff and should not be considered a complete review. A full OCP update with specific policy recommendations is outside the scope of a typical HNR.

Table 6-1: Bill 44 best practices and considerations for legislated OCP updates

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Low density language in the OCP (often referred to as “traditional residential or “stable residential) should explicitly support various forms of missing middle and small scale multi-residential. No zones/ areas within the Village should exclusively allow single detached dwellings or single-family homes.</p>	<p>Salmo's Official Community Plan (OCP) supports a variety of housing types. It considers allowing smaller lot sizes on rural properties to increase density and limits mobile home parks to those currently in existence. The plan also explores the rezoning of undeveloped land for multi-family use, facilitating the development of apartments, townhomes, and condominiums. Additionally, it proposes re-designating portions of the village from low-density to mixed-use to provide more housing options.</p>	<p>No recommendations – existing language in the OCP is aligned with the best practice.</p>
<p>Consider allowing purpose built rental apartments in several areas in the Village rather than solely in growth/core/arterials. This could encourage more purpose-built rentals in areas throughout the Village. This type of housing is important for a community as it is often the only form of housing that is accessible to lower-income families, seniors, and young people.</p>	<p>Upon reviewing the land use map in conjunction with the policy notes for the first best practice statement, a variety of housing types and development opportunities will be distributed across multiple neighborhoods, which is a positive development. Incorporating this language into the policy further strengthens and aligns with ongoing efforts.</p>	<p>Adjust language in Policy 5.5.f to: "Encourage an increase in the development of rental housing in various forms throughout all neighborhoods within the village, where appropriate."</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Ensure Development Permit Area (DPA) policies and guidelines do not unreasonably prohibit or restrict SSMUH development. According to the provincial policy manual, local governments are discouraged from using DPAs to regulate form and character of SSMUH development in all but exceptional circumstances. It is recommended to amend existing DPAs to remove SSMUH developments from intensive or multi-family residential definitions.</p>	<p>Some of the Development Permit Area policies and guidelines identified in the OCP are restrictive of SSMUH development.</p> <p>For example, Policy 6.5.4. General Design Guidelines for the DPA 2 – Downtown Revitalization Development Permit Area states that “building scale, height, form, materials, colors and details must be consistent with the Historic image. Acceptable design features include:</p> <ul style="list-style-type: none"> i. Two storey building heights.” 	<p>Adjust language in Policy 6.5.6.c DPA General Exemptions to: “reconstruction or repair of a structure on its existing building footprint, including SSMUH secondary dwelling units, except under exceptional circumstances.”</p> <p>By modifying the above policy to allow reconstruction or repair of structures on their existing building footprint, including SSMUH secondary dwelling units, the policy reflects the need to facilitate SSMUH developments without additional regulatory controls. This ensures that existing SSMUH units can be repaired or reconstructed without unnecessary restrictions, except in cases where exceptional circumstances might apply.</p> <p>Add a new policy line in DPA General Exemptions: “the development of Additional Dwelling Units as per the SSMUH policy manual, except under exceptional circumstances.”</p> <p>The new policy line regarding the development of Additional Dwelling Units under the SSMUH policy manual follows the same logic. It ensures that the development of these units is not excessively regulated, particularly in intensive or multi-family residential areas. By emphasizing that additional controls are only applied in exceptional circumstances, the policy encourages the development of SSMUH units in a way that meets housing needs while adhering to provincial best practices.</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>The life-cycle costs of infrastructure and servicing are significantly more cost-efficient when growth occurs in existing neighbourhoods, and within urban containment boundaries, compared to sprawl. Local governments should focus growth in areas that are already serviced.</p>	<p>The OCP policies align with, and takes into consideration, this best practice as it notes that new development in the Village should occur within serviced areas, that have adjacent or nearby services and infrastructure including water, sewer, and roads. See below for policy examples.</p> <p>Policy 5.4b: “Encourage the development of vacant parcels that are already serviced, and the redevelopment of serviced parcels currently occupied by buildings beyond their useful lifespan.”</p> <p>Policy 5.5c: “Encourage the infill and/or redevelopment of existing serviced residential parcels, especially near the downtown core.”</p>	<p>No recommendations – existing language in the OCP is aligned with the best practice</p>

7. Conclusion

The Village of Salmo's housing landscape is evolving. Although there was marginal growth between 2016 and 2021, considerable growth is expected over the next two decades, leading to a rise in housing demand.

From 2010 to 2016, house prices in the Village of Salmo were relatively stable, appreciating at about the pace of provincial shelter inflation. However, since 2016, prices have escalated significantly. The median home price appreciated 62% between 2019 and 2022. This has exacerbated housing affordability challenges and put further strain on the rental market. Low vacancy rates across the RDCK and limited supply are expected to further challenge current and future residents looking for both rental and ownership housing.

In 2021, approximately 20% of local households in Salmo lived in unaffordable circumstances, a larger percentage relative to other neighboring communities in the RDCK and across BC. Meeting the demand for affordable housing options in the community is crucial. Estimates suggest that about 105 subsidized units could be required over the next 20 years to meet the needs of those most vulnerable. Overall, the Village of Salmo may require an additional 323 housing units be built by 2041 to mitigate existing and future market imbalances.

Although the Village of Salmo is not the non-market housing centre of the RDCK, it still hosts a significant supply of the RDCK's inventory of units, programs and services. The Village recognizes that housing affordability is a key topic for residents. Over the years, Village staff and leadership have shown their commitment to increasing non-market housing units. It is recommended that the Village continue to explore options to partner with local housing operators to facilitate non-market construction on Village-owned land.

The data presented here is intended to support and supplement the important work already being undertaken by the Village and its partners. Though it will be challenging, the Village of Salmo, with support from the RDCK, non-profit and private partners, and senior levels of government, is more than capable of addressing the housing needs outlined in this report.

Consulting support from:





Village of Salmo Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

APPENDIX A: DEFINITIONS



Definitions

“bedrooms” refer to rooms in a private dwelling that are designed mainly for sleeping purposes even if they are now used for other purposes, such as guest rooms and television rooms. Also included are rooms used as bedrooms now, even if they were not originally built as bedrooms, such as bedrooms in a finished basement. Bedrooms exclude rooms designed for another use during the day such as dining rooms and living rooms even if they may be used for sleeping purposes at night. By definition, one-room private dwellings such as bachelor or studio apartments have zero bedrooms;

“census” means a census of population undertaken under the Statistics Act (Canada);

“census family” is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex;

“components of demographic growth” refers to any of the classes of events generating population movement variations. Births, deaths, migration, marriages, divorces, and new widowhoods are the components responsible for the variations since they alter either the total population or the age, sex, and marital status distribution of the population:

“emigrant” refers to a Canadian citizen or immigrant who has left Canada to establish a permanent residence in another country.

“immigrant” refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities;

“interprovincial migration” refers to movement from one province or territory to another involving a permanent change in residence. A person who takes up residence in another province or territory is an out-migrant with reference to the province or territory of origin and an in-migrant with reference to the province or territory of destination;

“intraprovincial migration” refers to movement from one region to another within the same province or territory involving a permanent change of residence. A person who takes up residence in another region is an out-migrant with reference to the region of origin and an in-migrant with reference to the region of destination;

“non-permanent residents” refers to persons who are lawfully in Canada on a temporary basis under the authority of a temporary resident permit, along with members of their family living with them. Non-permanent residents include foreign workers, foreign students, the humanitarian population and other temporary residents;

“core housing need” is when housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards;

“adequate housing” means that, according to the residents within the dwelling, no major repairs are required for proper use and enjoyment of said dwelling;

“affordable housing” means that household shelter costs equate to less than 30% of total before-tax household income;

“suitable housing” means that a dwelling has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements;

“dwelling” is defined as a set of living quarters. Two types of dwelling are identified in the Census, collective dwellings and private dwellings. The former pertains to dwellings which are institutional, communal or commercial in nature. The latter, Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons;

“private dwelling occupied by usual residents” refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

“private dwelling not occupied by usual residents” refers to a private dwelling which is not considered the primary place of residence of a household over a calendar year.

“dwelling type” means the structural characteristics or dwelling configuration of a housing unit, such as, but not limited to, the housing unit being a single-detached house, a semi-detached house, a row house, an apartment in a duplex or in a building that has a certain number of storeys, or a mobile home;

“single-detached house” means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house;

“semi-detached house” means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides;

“row house” means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses;

“duplex” (also known as apartment or flat in a duplex) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings;

“apartment in a building that has five or more storeys” means a dwelling unit in a high-rise apartment building which has five or more storeys;

“apartment in a building that has fewer than five storeys” means a dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys;

“mobile home” means a single dwelling, designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation pad and may be covered by a skirt;

“extreme core housing need” has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

“household” refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad;

“owner household” refers to a private household where some member of the household owns the dwelling, even if it is still being paid for;

“renter household” refers to private households where no member of the household owns their dwelling. The dwelling is considered to be rented even if no cash rent is paid;

“household maintainer” refers to whether or not a person residing in the household is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. In the case of a household where two or more people are listed as household maintainers, the first person listed is chosen as the primary household maintainer;

“household size” refers to the number of persons in a private household;

“household type” refers to the differentiation of households on the basis of whether they are census family households or non-census-family households. Census family households are those that contain at least one census family;

“migrant” refers to a person who has moved from their place of residence, of which the origin is different than the destination community they reported in. Conversely, a non-migrant is a person who has moved within the same community;

“mobility status, one year” refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier;

“primary rental market” means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

“Rental Market Survey” refers the collection of data samples from all urban areas with populations greater than 10,000 and targets only private apartments with at least three rental units. Among the information provided are median rental prices for units within the primary rental market;

“secondary rental market” means a market for rental housing units that were not purpose-built as rental housing;

“shelter cost” refers to the average or median monthly total of all shelter expenses paid by households that own or rent their dwelling. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services;

“subsidized housing” refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances;

“tenure” refers to whether the household owns or rents their private dwelling. The private dwelling may be situated on rented or leased land or be part of a condominium. A household is considered to own their dwelling if some member of the household owns the dwelling even if it is not fully paid for, for example if there is a mortgage or some other claim on it. A household is considered to rent their dwelling if no member of the household owns the dwelling;

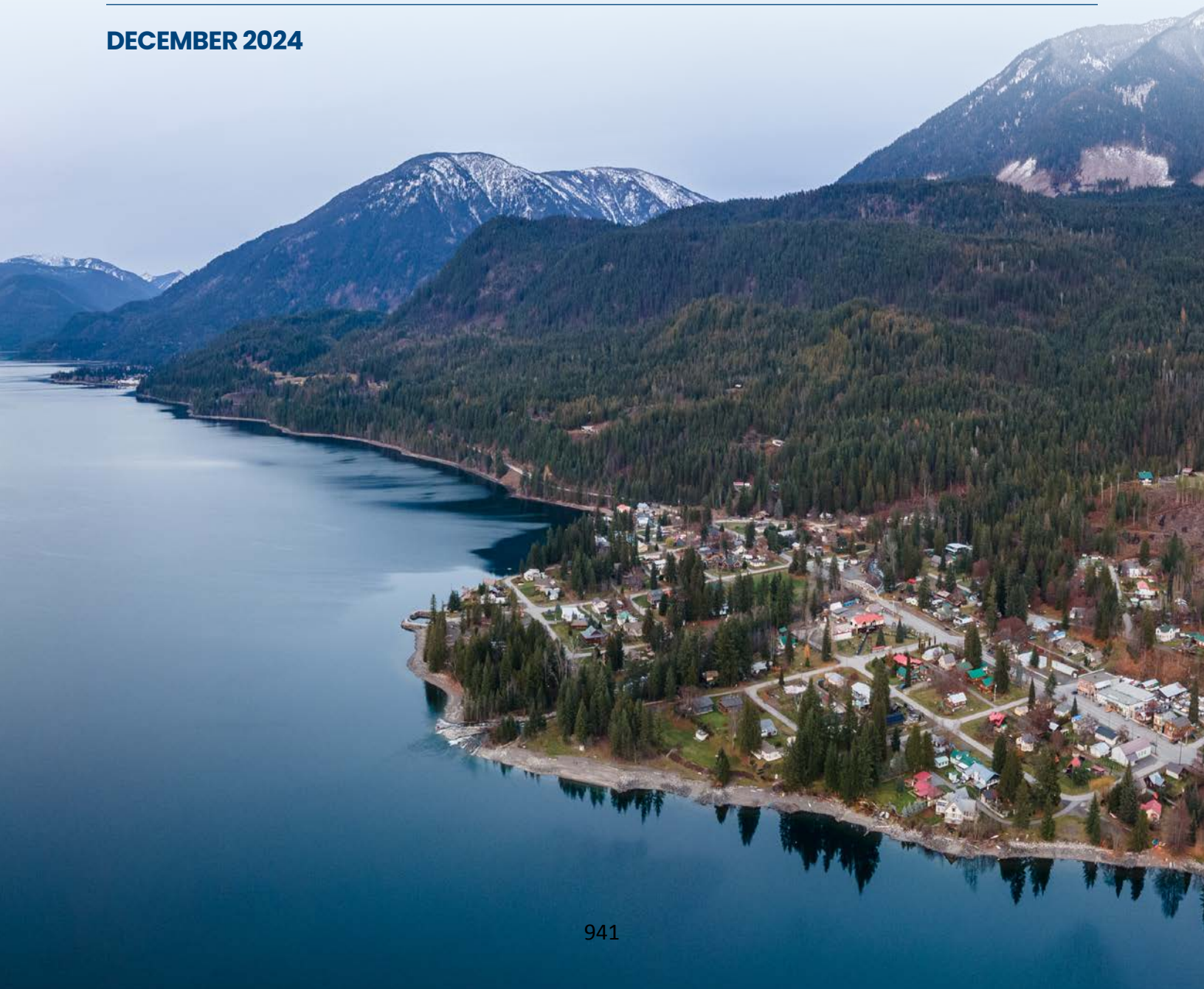
“vacancy” means a unit that, at the time of the CMHC Rental Market Survey, it is physically unoccupied and available for immediate rental.



Village of Silverton Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

DECEMBER 2024



Acknowledgments

The authors of this report acknowledge that this study takes place on the traditional land and territory of the Ktunaxa, Sinixt, Syilx and Secwépemc people. We hope to continue their legacy of learning from, caring for, protecting, and enjoying the blessings of tradition and territory.

The development of this Housing Needs Report Update Community Profile was led by the Regional District of Central Kootenay (RDCK) and supported by staff from the Land Use and Planning department as well as staff from the Village of Silverton.

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Executive Summary

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities, including the Village of Silverton, released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and the changing housing landscape. Like many other Canadian communities, the Village of Silverton is facing escalating housing pressures and rising housing costs.

Recognizing the dynamic nature of the housing market, the availability of new data, and the necessity for updated housing reports, the RDCK commissioned HNR updates for its rural Electoral Areas (A, B, C, D, E, F, G, H, I, J, and K) and partnering municipalities (the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan). This Community Profile aims to provide an overview of Silverton's current and anticipated local housing conditions and needs and meet new provincial legislative requirements.

KEY FINDINGS

The Population of Silverton is Evolving

- The province estimates that Silverton's population declined by 5% between 2016 and 2021, from 200 to 190 people. The total population is estimated to return to 2016 levels over the next two decades; however, the age distribution is likely to change. In 2021, about 76% of the population was 45+ years old. Projections anticipate growth among younger residents (under 45 years old) and decreases among older working age adults and early seniors over the next 20 years.
- By 2041, senior-led households could comprise 80% of total households in the Village.
- Projections expect there to be a total of 200 residents in the Village of Silverton by 2041.

Sale Prices are Rising, and Home Ownership is Increasingly Out of Reach for Many

- From 2012 to 2016, home ownership was reasonably affordable to most households in Silverton. As of 2017, the median price of a home has become increasingly out of reach for all median household types without external support or existing equity. In 2021, the median home price surpassed what the median couple income could afford for the first time.
- Homeownership attainability data highlights the notable disparity between growth in house sale prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Demand is Expected to Increase over the Next 20 Years

- Over the next two decades, provincial projections suggest Silverton may need to add 208 new homes across the housing spectrum to mitigate increased market imbalances, account for anticipated new demand, and address existing housing deficits. Readers may note that the number of required units surpasses the anticipated population in 2041. The unit demand methodology considers future population change as only one of six components included in the calculations. Results demonstrate that there is a considerable number of households that may have been suppressed from forming since 2006 and the province expects Silverton to need a greater buffer than other RDCK communities to bring local and regional markets back to a "healthy" threshold. More detailed is provided in section 4.
- Rental demand projections suggest an estimated 52% of new rental units would need to be affordable or offered at a below-market price to best meet the needs of Silverton residents.

Interim Report Requirements

The first legislative requirements for housing needs reports were established in 2019, and required local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs. The RDCK and its partner communities, including the Village of Silverton, completed a Housing Needs Assessment in September 2020.

In 2023, amendments to the *Local Government Act* introduced new requirements for housing needs reports. Local and regional governments must now use an established methodology to identify the 5- and 20-year housing need in their communities and local governments must update their official community plans and zoning bylaws to accommodate expected demand.

Communities must complete an interim housing needs report that is required to include three new additional items:

1. The number of housing units needed currently and over the next 5 and 20 years;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by local government, since receiving the most recent housing needs report, to reduce housing needs.

The RDCK and partnering communities have elected to complete the interim report requirements and a comprehensive data update using 2021 census data. For reference, required report content fulfilling the interim report requirements is included in this section. The body of this Community Profile contains all information required by legislation for the Interim Housing Needs Reports and should remain relevant until the next release of Census data, projected for 2027 or 2028.

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED

Table 0-1: HNR Method base year versus current year estimates

Description	5-year	20-year
Total demand from 2021 base year	59	208
Estimated total demand from current year (2024)	77	223

Further discussion and analysis of anticipated need is included in Section 5 of this report.

KEY AREAS OF LOCAL NEED

Based on analysis of data and feedback from elected officials and community organizations, the following summary statements describe the current and anticipated housing needs across the following seven key areas: affordable housing, rental housing, special needs housing, housing for seniors, housing for families, shelters for individuals experiencing or at risk of homelessness and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation.

Table 0-2: Key areas of local need

Need	Description
Affordable housing	<p>Affordability remains the largest contributor to Core Housing Need in the RDCK, with about 16% of regional households (no local data for Silverton available) spending more than 30% of their total income on shelter in 2021. Since then, the gap between income purchasing power and actual house prices has widened, indicating that homeownership is further out of reach for most residents in Silverton than it was three years ago.</p> <p>Individuals or families with one income are struggling the most to find affordable housing options in the community, whether to rent or own. Approximately 19% of RDCK households earned a "very low" or "low" income. While many in these categories may already be shelter-secure (e.g., retired households with fully paid-off mortgages), this percentage represents a significant portion of the population that may be especially vulnerable to affordability challenges.</p> <p>Projections anticipate at least 61 subsidized affordable units and 147 additional market units will be needed by 2041 in Silverton to meet demand and begin to balance local prices.</p>
Rental housing	<p>Homeownership is becoming increasingly unaffordable for the typical household in Silverton, forcing many who would prefer to own a home to rent instead. Although the cost of renting is also increasing, it often remains the more cost-effective option between the two tenures.</p> <p>Broader vacancy trends in the RDCK's municipalities and across BC suggest that this trend will continue. As rental vacancy rates continue to decrease, there is a clear rise in demand for rental housing relative to available supply. Although vacancy rates typically reflect purpose-built rentals in urban areas, a declining vacancy rate in these markets forces households to seek alternatives in lower-density markets where there is better availability and prices. This leads to increased demand overall.</p> <p>Although there is limited data available on the rental market in smaller communities within the RDCK, engagement with elected officials and community organizations/groups confirmed that vacancy rates remain well below the 3-5% healthy vacancy rate. Residents have reported having an extremely difficult time finding affordable, suitable rental options to meet their needs.</p> <p>Projection calculations support the data trends, anticipating an increase in rental housing demand, with approximately 39% of all dwellings in Silverton expected to be rental units in 2041.</p>

Need	Description
Special needs housing	<p>Although data on waitlists and core housing need is not specific to community members with special needs, national disability statistics show that overall rates of disability increased from 22.3% to 27.0%¹ between 2017 and 2022 surveys. Much of this increase is attributed to the growth of the senior population. As the population in Silverton ages, projections expect the need for more accessible and specialized housing to increase.</p> <p>Increases were also observed among youth and working-age adults, with significant rises in mental health, learning, and developmental challenges. This indicates a broad need for improved access to supportive housing options that cater to various specific support needs and age demographics.</p>
Housing for seniors	<p>According to BC projections, Silverton can expect that senior-led households will continue to grow over the next two decades. By 2041, senior-led households may increase by 14% and could comprise 80% of total households.</p> <p>In 2022, the Canadian disability rate among the senior population was 40%, an increase of three percentage points since the last survey in 2017. A significant portion of this rate is related to mobility issues, and the likelihood of disability that increases with age.</p> <p>Given the anticipated growth in senior households and the elevated disability rate within this group, increased senior housing interventions are necessary. These could include ensuring senior housing and facilities are widely permitted locally, further modifying building standards to support aging in place, and/or developing and improving existing senior services and programs.</p> <p>While many solutions fall outside the direct influence of local government, there may be opportunities to partner with other levels of government and local or regional organizations to encourage appropriate seniors housing.</p>
Housing for families	<p>Projections anticipate that growth among young family households may be limited over the next two decades. Consequently, the demand for family-specific dwellings (e.g., those with more bedrooms or larger floor areas) may be marginal.</p> <p>However, projections are inherently imperfect and should not be viewed as absolute. The growth of family-aged individuals is vital for sustaining local employment and productivity. Silverton should ensure that family-suitable dwelling sizes, across various housing types, remain available for existing households that may grow and new households projected to join the community.</p>

¹ Statistics Canada. (2023, December 1). Canadian Survey on Disability, 2017 to 2022. <https://www150.statcan.gc.ca/n1/daily-quotidien/231201/dq231201b-eng.htm>

Need	Description
Shelters to address homelessness	<p>While shelters are often located in larger urban communities, homelessness is not confined to these areas. National and provincial trends show that overall homelessness is on the rise, with hidden homelessness likely increasing, particularly in small urban and rural areas.</p> <p>About 2% of regional households were identified as earning "very low" incomes. These individuals are the most vulnerable to changes in their housing circumstances and are the most likely to require emergency housing interventions.</p> <p>Addressing homelessness locally is ideal, as it allows residents to remain within their community. However, doing so can be challenging without provincial or federal support. Silverton should stay engaged in regional homelessness strategies to help coordinate and determine the allocation of emergency housing services and programs.</p>
Proximity to transportation	<p>The Village of Silverton acknowledges the importance of situating future housing developments near transportation infrastructure to encourage more sustainable living choices for residents. Offering housing options close to facilities that support walking, cycling, and other transit alternatives not only improves quality of life by providing convenient and affordable mobility for individuals of all ages and abilities, but it also plays a crucial role in reducing the Village's carbon footprint. By cultivating neighbourhoods where residents can easily commute and run errands without relying on personal vehicles, the Village can foster a more inclusive, vibrant, healthy, and interconnected community.</p>

LOOKING BACK

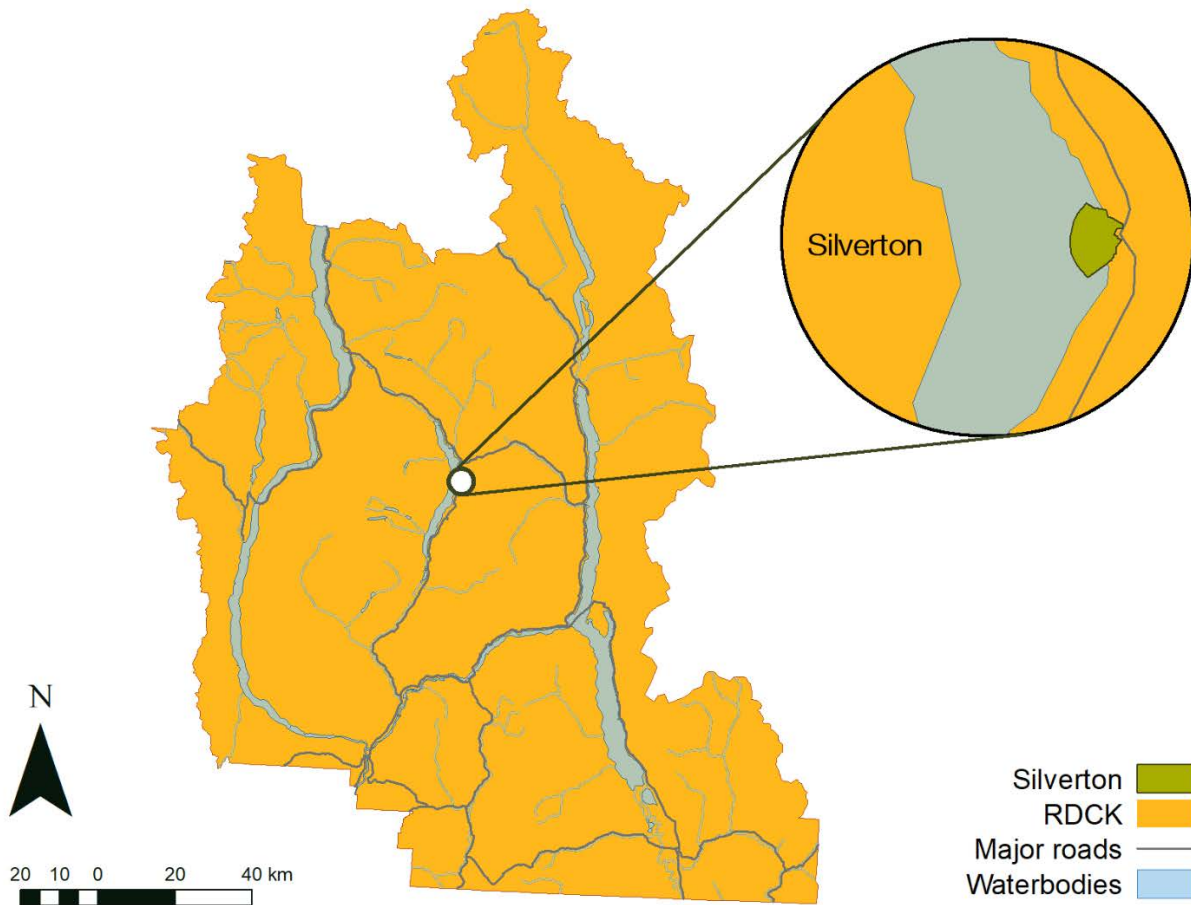
Table 0-3: Actions taken by the Village of Silverton to reduce housing needs since the last HNR was received

General Housing Actions	
Date	Description of Action or Policy
2024	Amended the Zoning Bylaw to allow for Temporary Use Permits (TUPs) for temporary accommodation to house workers for future developments in the community.

1. Introduction

Using a wide range of quantitative data and qualitative input from elected officials and community organizations, this document analyzes existing and anticipated housing needs and gaps in the Village of Silverton. All data presented in the report refers to Silverton unless otherwise identified in the text. Figure 1-1 illustrates Silverton’s location in relation to adjacent communities and the RDCK.

Figure 1-1: Map



Source: BC Geo Warehouse, Statistics Canada

The purpose of this report is to catalogue current and anticipated challenges so that decision makers, regulators, funders, and community members can better understand and react to housing issues. A thorough assessment of housing need is a vital foundation to support future initiatives. The data gathered and insights generated by a needs report can inform land use and social planning initiatives at local levels, as well as provide hard evidence to further advocacy to senior levels of government. They are also a useful resource for those engaged in or entering the housing sector.

1.1 DATA AVAILABILITY

Some data sections present in the other RDCK HNR Village Community Profiles are absent from this report. Given its small population, some of Silverton's data is suppressed by Statistics Canada, resulting in data that is unavailable or unsuitable for analysis.

1.2 DATA SOURCES

This report refers to several pieces of data that work together to contextualize housing conditions experienced by residents of the Village of Silverton. The following is a list of secondary quantitative data sources (i.e., information collected by other organizations and used for this report):

- BC Assessment
- British Columbia Statistics
- Canada Mortgage and Housing Corporation (CMHC)
- Local government data
- Statistics Canada
- UBC Housing Assessment Resource Tools (HART)

Limitations for each source are detailed in the next subsection. At a high level, no analysis can be exact without individualized person or household datasets. Many datasets in this report rely on population samples which, though statistically sound, may not feel representative or reflect lived experience in Silverton. Any analysis in this report should be considered informed estimates rather than precise descriptions.

This is especially applicable to projection work from any source. Estimating variable changes without knowledge of future conditions is inherently flawed. The projections included in this report are subject to economic, social, and environmental conditions that may not persist in the future. Projections should serve as guideposts, regularly recalculated and adjusted to incorporate new information as needed.

1.2.1 Data Limitations

BC Assessment

[Grouped Information](#)

BC Assessment provides assessment roll spreadsheets for communities across British Columbia for the years 2005/2006 through 2022/2023. Assessment roll information is not on an individual property level; rather, similar types of properties are grouped together in "folios" based on several factors, such as property type and dwelling type. These folio groups also mean that assessment and sale price values reflect averages, making it more difficult to express community level average and median values.

British Columbia Statistics

[Urban Focus](#)

BC Statistics helpfully consolidates most data related to complete Housing Needs Reports, like the new homes registry, non-market housing, post-secondary student housing, and homeless count sources. The database primarily offers data for urban areas, potentially excluding unincorporated or rural data, or suppressing data for confidentiality. This is often due to urban communities having greater data quality and quantity.

Canada Mortgage & Housing Corporation (CMHC)

Reporting Landscape

CMHC conducts its Rental Market Survey (RMS) every year in October to estimate the relative strengths in the rental market. The survey collects samples of market rent levels, turnover, and vacancy unit data for all sampled structures. The survey only applies to **primary rental markets**, which are those urban areas with populations of 10,000 and more. The survey targets only privately initiated rental structures with at least three rental units, which have been on the market for at least three months. In the RDCK, CMHC only collects rental data for the City of Nelson.

Statistics Canada

Area and Data Suppression

Some geographic areas are too small to report, resulting in the deletion of information. Suppression can occur due to data quality or for technical reasons, limiting the use of granular Census geographies. This was not a particular concern for this study but limited the ability to use granular Census geographies (specifically, Dissemination Areas – see **Definitions**).

Random Rounding

Numbers are randomly rounded to multiples of “5” or “10,” leading to potential discrepancies when summed or grouped. Percentages derived from rounded data may not accurately reflect true percentages, introducing a level of approximation. Additionally, the sums of percentages may not equal 100%.

UBC Housing Assessment Resource Tools (HART)

Sourced from Statistics Canada

While HART offers detailed methodologies for their analysis, they do rely on Statistics Canada datasets. Consequently, the same limitations as stated above apply for HART analysis results.

1.3 ENGAGEMENT

The RDCK Housing Needs Report Updates Engagement Summary Report summarizes engagement activities conducted by the M’akola Development Services (MDS) and Turner Drake & Partners (TD) in collaboration with RDCK staff for the HNR updates. Engagement opportunities included targeted surveys, presentations, and facilitated discussions.

The Engagement Summary Report captures key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the RDCK Regional Summary Report, Electoral Area Summary Report, and Village Profiles.

2. Demographic Profile

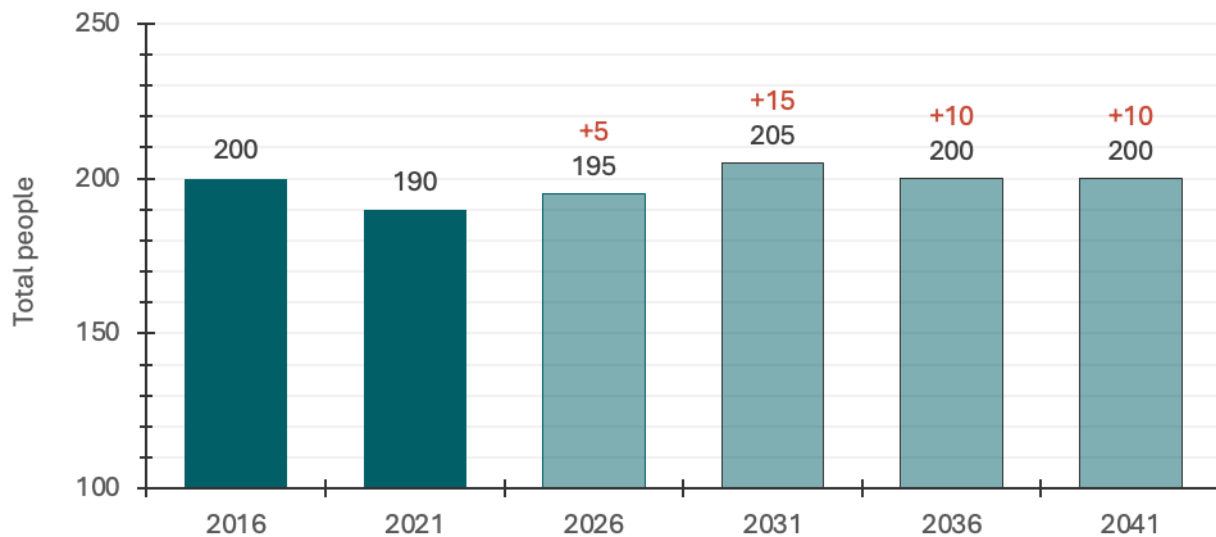
2.1 POPULATION

2.1.1 Historical & anticipated population

Government of British Columbia estimates show that the Village of Silverton’s total population declined by 5% between 2016 and 2021.²

Figure 2-1 illustrates the changing total population in Silverton from 2016 and 2021 (BC estimates for Census years) and from 2026 to 2041 (BC Government projections).

Figure 2-1: Historical and anticipated population, net anticipated change of population since 2021



Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-1 provides a summary of the historical population changes across different age cohorts and includes anticipated population figures over the next two decades.

² Note that Statistics Canada’s 2021 Census reports a 24% decrease to the Village of Silverton’s population. The totals from which the results are calculated differ between sources. BC estimates are adjusted to account for possible undercounting during the Census’ enumeration. Also note that Statistics Canada reported an error for Silverton’s Census results, amending the 2021 Census population from 149 to 181 persons.

Table 2-1: Historical (BC Gov't estimates) and anticipated population by age cohort (BC Gov't projections)

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical population							
2016 population	200	15	5	30	85	65	5
2021 population	190	15	15	20	60	80	5
% change ('16-'21)	-5%	+0%	+200%	-33%	-29%	+23%	+0%
Anticipated population							
2026 population	195	0	10	25	50	95	10
% change ('21-'26)	+3%	-100%	-33%	+25%	-17%	+19%	+100%
2041 population	200	15	10	45	30	65	40
% change ('26-'41)	+3%	-	+0%	+80%	-40%	-32%	+300%
% change ('21-'41)	+5%	+0%	-33%	+125%	-50%	-19%	+700%

Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

- The province estimates that the Village of Silverton’s population was 190 people in 2021, down from 200 in 2016.
- In 2021, about 76% of the population was 45 years or older.
- Historically, the highest rates of growth have been largely among senior (65+) populations. Across the same time period, adults (25 to 44) and older working age adults (45 to 64) decreased.
- The total population is estimated to return to 2016 levels over the next two decades; however, the age distribution is likely to change. Projections anticipate growth among residents younger than 45 years old and seniors 85 and older and decreases among older working age adults (45 to 64) and early seniors (65 to 84).

2.2 HOUSEHOLDS

Statistics Canada defines a household as a person or group of persons sharing the same dwelling without another usual residence. A household is the highest-level descriptor of many unique living situations. Households are often categorized in this report by the primary household maintainer’s age, which is the age of the person responsible for major expenses like rent, mortgage, taxes, and utilities. When multiple people share this responsibility, the first listed individual becomes the primary household maintainer.

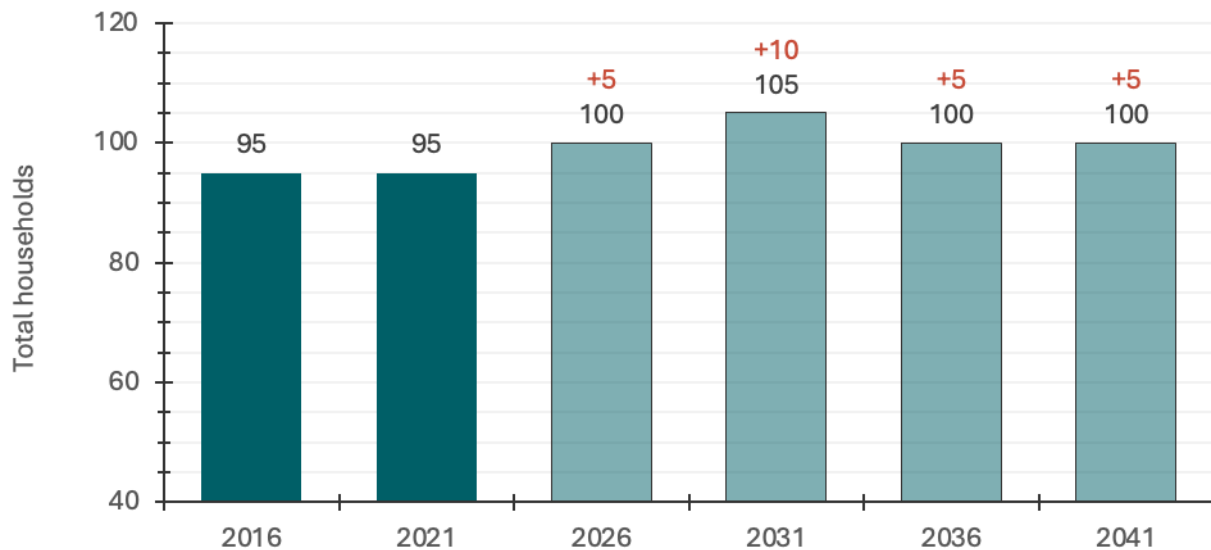
2.2.1 Historical & anticipated households

Total households and the age distribution of maintainers are influenced by population changes, and driven by factors like relocations, preferences, and financial situations. Changes in household patterns typically align with broader population trends. Household growth is a key driver of housing demand. Since households need dwellings, projections are closely tied to the needed increase in housing stock to accommodate expected population changes. Economic and financial drivers, while influential, are excluded since they are difficult to predict, both in the near- and long-term.

Important note: There were errors reported with Silverton’s Census totals when the household data was first released in 2021. The data originally indicated that there were 78 households in Silverton. This total was later revised to 97. Readers should be aware of this discrepancy when reviewing the following data.

Figure 2-2 illustrates Silverton’s 2021 estimated total households and the anticipated 20-year net growth in households.

Figure 2-2: Historical and anticipated households, net anticipated change of households since 2021



Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-2 summarizes historical shifts in total Silverton households, providing insights into expected figures over the next two decades. Note that individual age category totals may not sum to the totals due to rounding.

Table 2-2: Historical and anticipated households by primary maintainer age (BC Gov't projections)

	Total	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical households by primary maintainer age						
2016 households	95	0	10	30	60	0
2021 households	95	0	0	25	70	0
% change ('16-'21)	+0%	-	-100%	-17%	+17%	-
Anticipated households by primary maintainer age						
2026 households	100	0	10	15	75	0
% change ('21-'26)	+5%	-	-	-40%	+7%	-
2041 households	100	0	5	10	80	0
% change ('26-'41)	+0%	-	-50%	-33%	+7%	-
% change ('21-'41)	+5%	-	-	-60%	+14%	-

Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections, Turner Drake & Partners

- The province estimates that Silverton had 95 households in 2021, the same as in 2016. Similar to population growth, increases occurred mostly among 65- to 84-year old led households.
- Total households may grow by 5% between 2021 and 2041, reaching approximately 100. Senior led households are likely to be the main contributor to household growth, indicating that fewer and fewer working age individuals may live in Silverton over the next two decades.

2.2.2 Additional household characteristics

Table 2-3 summarizes the totals and distributions of households by their size per the 2016 and 2021 Censuses, as well as their respective tenure splits.

Household totals for 2016 and 2021 may differ between this and previous sections, as each section draws from different data sources with distinct purposes. This section relies on a custom Census dataset, purchased by the province from Statistics Canada, which provides more detailed information about households based on a 25% sample of the population. In contrast, the previous section's household data is from a separate provincial dataset, included here as it is an input for the province's prescribed unit demand calculations described later in the report.

Table 2-3: Historical households by household size and tenure share

2016 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	100	45	50	0	0	0	1.6
Share of total	100%	47%	53%	0%	0%	0%	
Owner households	80%	80%	82%	-	-	-	1.6
Renter households	20%	20%	18%	-	-	-	2.0
2021 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	90	40	50	0	0	0	1.7
Share of total	100%	44%	56%	0%	0%	0%	
Owner households	89%	75%	100%	-	-	-	1.8
Renter households	11%	25%	0%	-	-	-	-
% change ('16-'21)	-10%	-11%	+0%	-	-	-	

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Due to the size of Silverton, much of the specific household characteristic data is suppressed. Although 1- and 2-person households are reported as the only household sizes in the community, it is likely that 3+ person households exist but are not reported by Statistics Canada to ensure confidentiality for small datasets.
- In 2021, the share of owner households increased. This shift is predominantly due to an approximate loss of 10 renter households from 2016 to 2021, compared to no change for owner households.

Table 2-4 summarizes the totals and distributions of households by their household family type per the 2016 and 2021 Censuses, as well as their respective tenure splits. Note that a “census-family with a child” includes both couples and lone parents. A “non-census family” refers to a household made up of a single person or unrelated individuals (i.e., roommates).

Table 2-4: Historical households by census-family type and tenure share

2016 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	100	45	15	45
Share of total	100%	45%	15%	45%
Owner households	80%	100%	0%	78%
Renter households	20%	0%	100%	22%
2021 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	90	50	0	40
Share of total	100%	56%	0%	44%
Owner households	89%	100%	-	75%
Renter households	11%	0%	-	25%
% change ('16-'21)	-10%	+11%	-100%	-11%

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- The number of census-families with children (i.e., couples with children or lone parents) decreased between 2016 and 2021. This corresponds with the decrease in the number of households led by a 45-to 44-year old during the same time period.
- While the data suggests that no families with children live in Silverton, this may not be the case. It is likely these households exist but are not reported by Statistics Canada to ensure confidentiality for small datasets.
- Couples without children are the most prevalent household type in Silverton, followed by non-census families (i.e., single persons or unrelated roommates). This corresponds with the trends for 1- and 2-person households over the same period (2016-2021).

3. Housing Profile

The 2021 Census recorded 149 total dwellings in Silverton, of which 97 were occupied by usual residents. These numbers reflect Statistics Canada’s amended values for the community. A usual resident is an owner or renter that lives in their dwelling more than half of the year, which qualifies the dwelling as their primary place of residence. Conversely, a non-usual resident occupied dwelling could include a recreational property, short-term rental, or unoccupied dwelling.

Given these numbers, it is estimated that about 35% of local dwellings may have been used for purposes other than permanent occupation. In 2016, the percentage was about 32%, indicating a marginal change and suggesting that the notable growth reported over the five years was less an outlier caused by the pandemic, but rather the pandemic accelerating existing in-migration trends for Silverton (i.e., moving to the community for retirement).

Table 3-1 summarises the totals and distribution by structure type for Silverton.

Table 3-1: Dwellings occupied by usual residents by structural type and tenure, 2021

	Total	Single	Row	Semi	Duplex	Apt (<5 floors)	Apt (5+ floors)	Mobile
Total	90	80	0	0	10	0	0	0
Share	100%	89%	0%	0%	11%	0%	0%	0%
Owner	89%	100%	-	-	0%	-	-	-
Renter	11%	0%	-	-	100%	-	-	-

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Single-detached homes account for about 89% of the housing supply (80 units), followed by duplex units at 11%. Other housing typologies may exist in Silverton but are not provided by Statistics Canada due to the small data set and confidentiality concerns. Note that Statistics Canada includes single-detached homes with secondary units within the definition of a duplex.

3.1 PROPERTY OWNERSHIP

The Census identified that approximately 35% of dwellings were reported as not being occupied by a usual resident in 2021. While a useful number to quantify the relationship between permanently and non-permanently occupied dwellings, Statistics Canada does not offer much in terms of who owns these non-permanent dwellings. Despite the lack of detailed data, some initiatives from Statistics Canada – particularly the Canadian Housing Statistics Program – provide some insights into local property ownership.

Key Definitions

Investment property: A property owned by someone that is not identified as a primary place of residence by the owner.

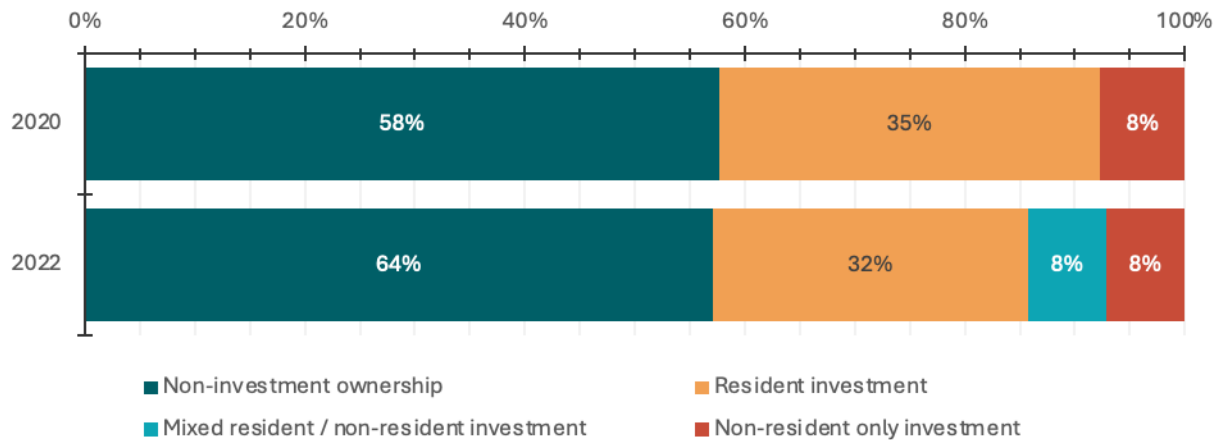
Non-investment property: A property owned and occupied by the owner.

Resident: A person who lives in Canada as their primary country of residence.

Non-resident: A person who does not live in Canada as their primary country of residence

Figure 3-1 illustrates how the distribution of improved residential property ownership (i.e., a property with a dwelling on it) has changed from 2020 to 2022; specifically, what share of properties are owned locally, by residents of Canada, and by non-residents of Canada. Note that values may not equal 100% due to rounding.

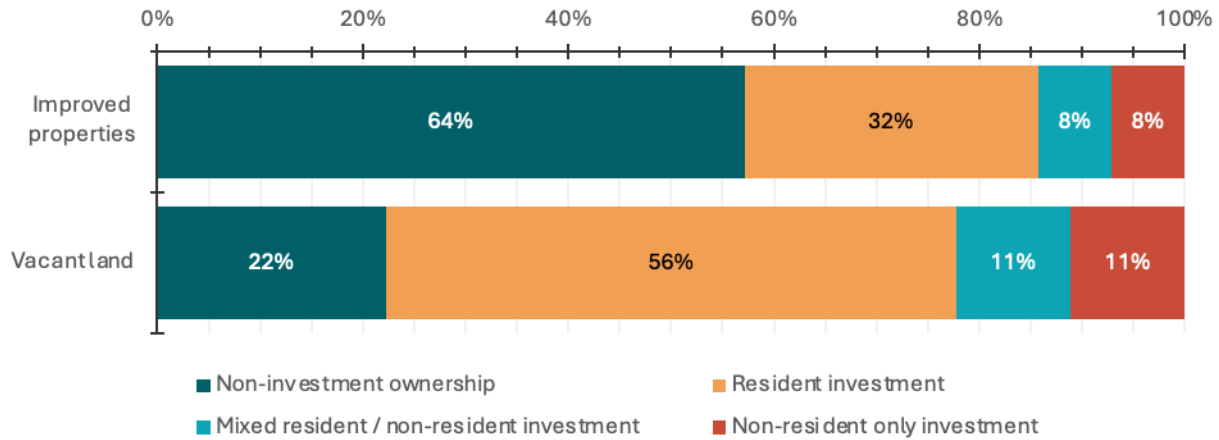
Figure 3-1: Share of local residential improved properties by ownership type



Source: Canadian Housing Statistics Program

Figure 3-2 illustrates how the distribution of ownership differs between an improved residential property and vacant land intended to be residential in 2022 (the most recent year collected). Note that values may not equal 100% due to rounding.

Figure 3-2: Share of local residential improved properties versus vacant residential properties by ownership type, 2022



Source: Canadian Housing Statistics Program

- About 43% of properties with a dwelling were classified as “investments” by Statistics Canada in 2020. Included in this percentage are permanently occupied rental properties owned by someone who may or may not have lived locally.
- In the same year, about 8% of dwellings were owned entirely by someone who does not live in Canada full-time.
- By 2022, the share of non-resident participants jumped from 8% to 16% which demonstrates that either previous owners living in Canada moved abroad or more people outside Canada are choosing to own local property.
- Vacant properties intended for residential uses were majority owned by resident investors, which could include locals or people elsewhere in Canada. Statistics Canada reported that no persons from outside of Canada owned local land (though some may exist but were not counted due to rounding).

3.2 RENTAL UNIVERSE

The rental universe includes a variety of different types of rental housing, most commonly categorized as either primary market, secondary market, or non-market rental housing.

CMHC’s Rental Market Survey provides detailed data on the primary rental market (i.e., purpose-built rentals with 3+ unit) data. Unfortunately, CMHC only surveys communities with a population of larger than 10,000 people. Because

Key Definitions

Primary Market Rental: Purpose-built rental buildings with at least three rental units. These units are privately initiated, usually with the intention of being offered for rent at market rates.

Secondary Market Rental: All privately rented homes not categorized as primary market rentals. Can include: Rented detached homes, duplexes, semi-detached homes or row homes, **rented freehold row/town homes**, rented accessory apartments or suites, and rented condominiums.

the Village of Silverton does not meet the minimum community size requirements, there is limited available data specific to the Village’s primary rental market.

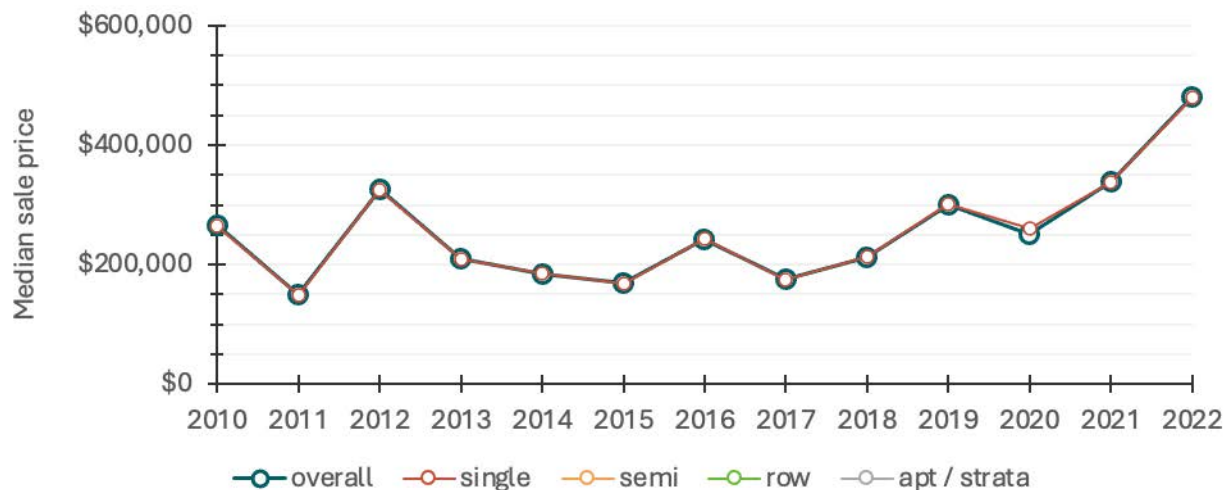
The 2021 Census offers some, but limited, detail about the rental market in Silverton, indicating that about 10 dwellings were rented by a household that considers the Village their primary place of residence. All 10 were categorized as a duplex – or as previously noted, potentially a single-family home with a secondary suite.

3.3 MARKET HOUSING

3.3.1 Home price trends

Figure 3-3 illustrates historical median home prices by dwelling type. The data is sourced from BC Assessment’s historical revised rolls, which include sales information up to and including 2022. The dwelling types provided by BC Assessment have been reclassified to align with the categories used by Statistics Canada in their Census questionnaire.

Figure 3-3: Annual median sale price by dwelling type



Source: derived from BC Assessment

Table 3-2 offers the same data, but this time it presents the percentage change in median home prices by dwelling type over specific time intervals.

Table 3-2: Sale price and percentage change by dwelling type and select years

	Sale price				Percent change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Overall	\$265,000	\$242,700	\$300,600	\$479,500	-8%	+24%	+60%
Single-detached	\$265,000	\$242,700	\$300,600	\$479,500	-8%	+24%	+60%

Source: derived from BC Assessment

- From 2010 to 2016, house prices fluctuated, with noticeable increases in the early half of that time period. Fluctuations are largely due to Silverton’s small sample size of sales – since 2010, the municipality averaged 4 home sales annually based on BC Assessment data.
- Price escalations became more significant after 2016, rising 24% between 2016 to 2019. Escalations ramped up even further post-2019, rising another 60% from 2019 to 2022.
- By 2022, the median home sale price had reached \$479,500. Based on the available data, the median home price is synonymous with the median single-detached home price.

3.3.2 Homeownership attainability

Figure 3-4 compares the median home price in Silverton to the estimated price different household types earning the median income could afford. An “affordable price” is set using a variety of mortgage assumptions and the median annual income of each household family type. The purpose is to highlight the impact of changing local incomes and prices on affordability.

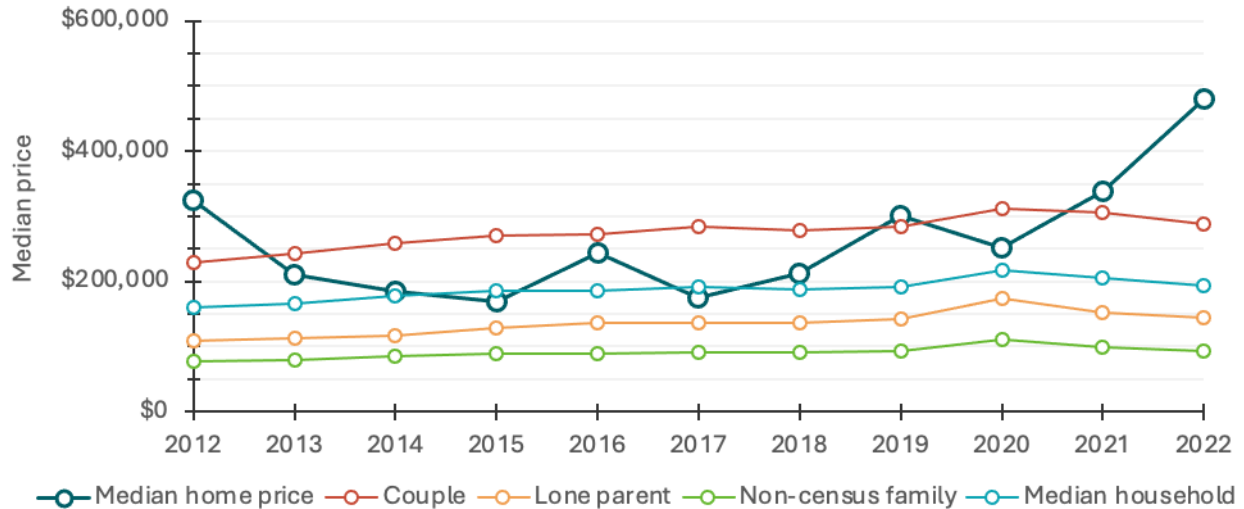
Assumptions

- Amortization period = 25 years
- Payment frequency = monthly
- Interest rate = prevailing (at given year) average weekly rate for 5-year fixed mortgage
- Down payment = 10%
- CMHC insurance = 3.10%
- Income used for shelter expenses = 30%
- Ancillary shelter costs = 25%
- Direct shelter costs (for a mortgage payment or rent) = 1 – ancillary = 75%

Calculations

- Collect 2021 median before-tax household incomes by household type, income bracket ranges, and income category ranges, as well as total households by characteristic.
- Estimate an affordable monthly payment using affordability assumptions above (i.e., $\text{income} \times 30\% \times [1 - 25\%] = \text{monthly payment}$).
- Convert the affordable monthly payment to an affordable purchase price, based on mortgage and down payment assumptions.
- Collect the 2022 median purchase prices by dwelling type.
- Compare median purchase prices to household budgets. If budget is below, a household’s income cannot afford the purchase price.

Figure 3-4: Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, custom Statistics Canada dataset3 and mortgage assumptions

- From 2012 to 2016, approximately 50% of households could afford the median house price in Silverton (with affordability fluctuating minimally over the four years).
- Since 2017, the median price of a home has become increasingly out of reach for all median household types. In 2021, the median home price surpassed what the median couple income could afford for the first time.
- Notably, the gap between the median house price and the affordable threshold for the median household was approximately \$56,300 in 2016. The gap widened to \$286,100 by 2022.
- Homeownership attainability data highlights the notable disparity between growth in prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Important note: The gap between the affordable purchase price and actual price reflects the median. There are individuals or households who face significantly greater and significantly less financial challenges related to their shelter. As of 2021, 12% of owner households in the RDCK reported not reasonably affording where they live.

3 Statistics Canada. Table 11-10-0012-01 Distribution of total income by census family type and age of older partner, parent or individual. DOI: <https://doi.org/10.25318/1110001201-eng>

3.4 NON-MARKET HOUSING

Non-market housing encompasses all forms of housing not subject to market forces. This includes public or social housing, affordable housing offered by non-profit organizations, and transitional and emergency shelters, among others.

Table 3-3 provides an overview of the current housing and program offerings within Silverton, as reported by BC Housing in March 2024. The “XX” in the table below indicates that a unit of housing or programming may exist but is kept hidden to protect confidentiality.

Table 3-3: Summary of local non-market housing and programs, March 2024

Emergency Shelter and Housing for the Homeless		Transitional Supported and Assisted Living	
Homeless housed	0	Supportive seniors housing	0
Homeless rent supplements	0	Special needs	0
Homeless shelters	0	Women & children fleeing violence	0
Total	0	Total	0

Independent Social Housing		Rent Assistance in Private Market	
Low income families	0	Rent assistance for families	XX
Low income seniors	0	Rent assistance for seniors	XX
Total	0	Canada Housing Benefit recipient	XX
		Total	6

Source: BC Housing

- The Village of Silverton is not the non-market housing centre of the RDCK, but its residents do benefit from programs and services. Specifically, six individuals or households obtained rental assistance in 2024.

3.5 ENERGY POVERTY

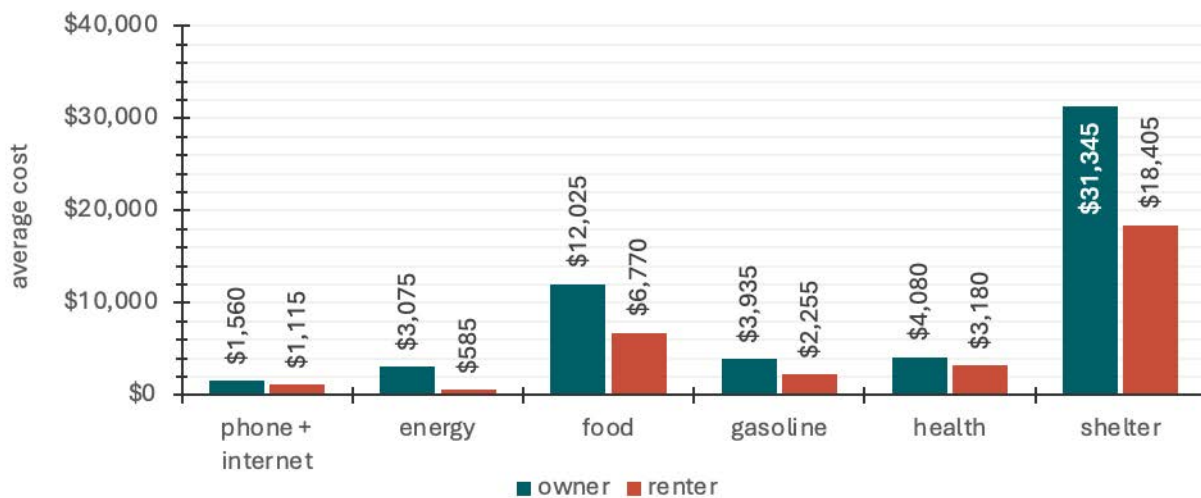
There are several expenses that contribute to the overall cost of housing. While these costs have always been a critical factor in determining a home’s affordability, recent years of high inflation have brought household expenses to the forefront – namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households into “energy poverty.”

According to the Canadian Urban Sustainability Practitioners (CUSP), energy poverty refers to the experience of households or communities that struggle to heat and cool their homes and power their lights and appliances. Canadian academics have developed three key thresholds to define a disproportionate energy cost burden relative to a household’s average after-tax income. A home is considered in energy poverty if it meets any of the following criteria:

1. Spending more than 6% of after-tax income on utilities,
2. spending more than 4% of after-tax income on fuel used for transportation, and
3. spending more than 10% of after-tax income for the combined of (1) and (2).

Figure 3-5 illustrates selected average annual living cost estimates for owning and renting households in Silverton, inclusive of energy and gasoline costs. These estimates are produced using Statistics Canada’s 2019 Household Spending Survey data, adjusted by inflation and estimated locally based on distributions of dwelling structure types.

Figure 3-5: Average annual living expenses, 2023



Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- Shelter cost estimates are the most expensive item for a household. The typical household pays approximately \$18,400 annually on rent or \$31,350 on a mortgage. Both figures include ancillary costs like insurance, condo fees, and taxes (if applicable).
- Food costs are the second-highest expense. With owner households generally having a higher average number of people, their reported average annual food cost is noticeably higher.

- To avoid being considered in “energy poverty,” a renter household requires an after-tax income of at least \$9,800 to afford the average annual energy bill, while an owner household requires an income of at least \$51,300. Note that the small sample size of renter households may skew the data, and the required renter income is likely higher.
- To consider vehicle gasoline costs affordable, a renter household would need an after-tax income of \$56,400, and an owner household would need \$98,400.
- Based on after-tax household incomes reported by Statistics Canada in 2021 for the RDCK overall (\$53,700 and \$79,500, respectively), the most burdensome energy costs for households are vehicle expenses (particularly for owner-occupied dwellings). This is related to the vast geographies that many residents must regularly travel.

It is important to note that results for energy poverty may be underrepresented, as they cannot quantify whether households are living comfortably or just scraping by. The closer a household is to the energy poverty line, the greater the likelihood that they must make concessions in comfort to reduce energy costs.

4. Anticipated Housing Demand

4.1 DEMAND BY COMPONENT

In June 2024, the Province of BC released a standardized HNR demand calculation methodology. The HNR method estimates the total number of housing units required to address a community’s current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of six components (labeled A through F in Table 5-1). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

It is important to note that the HNR demand calculation methodology does not consider the unique challenges to development in Silverton, such as servicing limitations/constraints, high construction costs, the availability of trades, and planning staff capacity, among other factors. Coordinated growth management planning with the RDCK, funding from senior levels of government, and creative solutions to densification will all be required to support the Village of Silverton to meet anticipated demand.

Table 4-1 provides a summary of the result for each component of the HNR Method for the Village of Silverton over the next 5 and 20 years as required by legislation.

Table 4-1: Anticipated housing demand by anticipated period and component (with explanations)

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.	0	0
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.	1	1
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment.	18	72
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for municipalities is based on the average of local and regional projections (thus, population / household growth trends discussed above may not follow the same trajectory as dwelling projections) and electoral areas use solely regional projections.	12	20

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates.	0	0
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand factor is based on a ratio of housing price to housing density, and is calculated for each applicable community.	29	114
TOTAL:			59	208

Source: HNR demand calculation methodology ([link](#))

HNR Method Considerations

The HNR method prescribed by the BC Government is a standardized demand calculation methodology to ensure that all local governments produce consistent and comparable assessments of their housing need. This methodology works better for some areas than others. For municipalities with a small population base, the methodology is likely to result in an overestimate of demand. No projections are perfect, which is why the provincial legislation requires that municipalities repeat them every five years (as new information and data becomes available) as part of the HNR updates. The purpose of these projections is to serve as a target for municipalities to consider when assessing their zoning capacity to prepare for potential housing demand.

While it is required by legislation to report both the 5- and 20-year demand, the BC government is more interested in the 20-year projection. The short-term projection was a focus of the previous iteration of the HNR legislation which has since been revised to encourage communities to align housing projections with long term planning policies and tools (e.g., official community plans, zoning bylaws).

- The results indicate that Silverton may need to build 59 units by 2026 and 208 units by 2041. While some of the demand will come from future growth, the next greatest portion relates to the number of suppressed households since 2006 and the demand buffer adjustment. The HNR method suggests that Silverton may

have been notably larger in 2021 had there been more favourable housing market conditions. Instead, 72 households were suppressed, or unable to form. The province, based on their internally calculated demand multipliers, estimates that Silverton will need 114 more dwellings to improve local and regional affordability.

- The anticipated projection of 208 new units by 2041 is more than double the projected number of households for that year. As noted, this calculation considers several factors beyond just future growth to determine how much housing a community should build. While BC projections estimate that the household base could be 100 in 2041 based on current trends, the municipality may need 208 new households over the next two decades to restore housing affordability and availability.
- Components A, B, C, and E attempt to catalog unmet “current” demand, and thus serve as an estimate of the existing housing shortage (without considering any changes since 2021, which is the reference year).

4.2 DISTRIBUTION OF DEMAND

4.2.1 Housing price model and dwelling size

An adaptation of the HNR method provides a rough idea of current market and non-market housing demand and what Silverton can expect over the 20-year projection period. HNR method guidelines do not prescribe how to perform this analysis, which could allow for more community level discretion.

Table 4-2 summarizes the results of applying the dwelling size distributions discussed in the **2024 Regional District of Central Kootenay Housing Needs Report** to project demand in the Village of Silverton. The outcome of this analysis is a table outlining anticipated demand, disaggregated by the number of bedrooms and intended market / price model. Note that non-market housing has been further separated into “affordable / below-market” housing (i.e., housing explicitly offered at prices below market, like the 80% of Median Market Rent criteria described by CMHC funding opportunities or rent-geared to income housing) and “deeply affordable” housing (i.e., rents offered at the shelter rate of income assistance, often combined with support services).

To distinguish what portion of the community might benefit from non-market housing, UBC Housing Assessment Resource Tools (HART) income categories and how they overlap across the housing continuum are considered. The historical proportions of households earning “very low” and “low” incomes are applied to the demand totals. The demand for deeply affordable and below-market units represents these respective income categories. For Silverton, regional income data trends are used to supplement the analysis due to suppression at the local level.

HART Income Categories

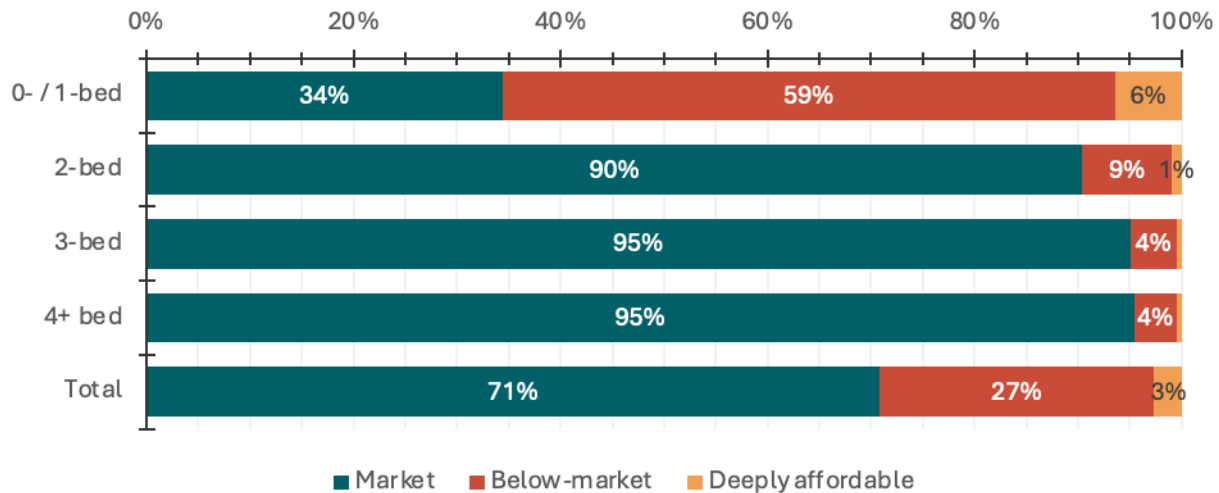
- **Very low income:** 20% or less of area median household income (AMHI), generally equivalent to shelter allowance for income support recipients.
- **Low income:** 21-50% AMHI, generally equivalent to one full-time minimum wage job.
- **Moderate income:** 51-80% AMHI, generally equivalent to a starting salary, depending on the job and sector.
- **Median income:** 81-120% AMHI, representing the ‘middle class.’
- **High income:** More than 120% AMHI, the group with the greatest housing wealth

Table 4-2: Anticipated demand disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	8	27	14	47	2	5	23	79
2-bed	15	52	2	5	0	1	17	58
3-bed	12	42	1	2	0	0	13	44
4+ bed	7	25	0	1	0	0	7	27
Total	42	147	16	55	2	6	59	208

Figure 4-1 illustrates the distributions of the above price models by the number of bedrooms to show what dwelling sizes are best targeted by market or non-market interventions.

Figure 4-1: Distribution of price model demand by number of bedrooms, 2041



- The 5- and 20-year demand projections suggest a need for 59 and 208 units, respectively.
- Market housing should remain the primary contributor to the local inventory, though there is a clear need for non-market interventions. By 2041, Silverton may need 55 affordable / below-market offerings and 6 additional deeply affordable units.
- Engagement respondents expressed the importance of ensuring all demographics have access to non-market, affordable housing options in the communities they live in.
- As suggested by the calculated shares of units by number of bedrooms, market housing demand will likely focus more on 2- and 3-bedroom units; whereas, non-market solutions may distribute more to 0- and 1-bedroom dwellings.

4.2.2 Housing price model and tenure

For the most part, the market will ultimately decide whether new dwellings are built for rental or ownership based on prices and preferences. However, adapting data to estimate how demand might be distributed between owner and renters is useful for understanding which price models might be most needed over time.

Table 4-3 showcases the results of this analysis (with greater detail in the regional housing report, highlighting how different forms of housing may be distributed by size).

Table 4-3: Anticipated demand disaggregated by anticipated price model and tenure

Price model:	5-year (by 2026)		20-year (by 2041)	
	Owner	Renter	Owner	Renter
Market housing	31	11	108	39
Affordable / below-market	5	11	18	37
Deeply affordable	0	2	0	5
Total	36	24	126	81

- While it is likely that market housing demand will mainly be for owner-occupied housing, there is a notable forecasted interest in expanding the local market rental inventory.
- Non-market solutions typically take the form of rentals, but data suggests there could be demand for below-market ownership options, which could mean considering alternative forms of ownership such as co-operatives or community land trusts if funding and support programs materialize.

5. Bill 44 Analysis and Recommendations

Bill 44 – Housing Statutes (Residential Development) Amendment Act includes a suite of legislative changes to the local government land use planning framework aimed at providing additional housing in British Columbia communities. As previously noted, all local governments are now required to use a standardized projection method to understand housing needs over the next 5 and 20 years. The new legislation mandates that municipalities update Official Community Plans (OCPs) and zoning bylaws to permit the total anticipated housing demand over at least the next 20 years, as identified by the HNR Method. OCPs must also include policies that address a wide range of housing types (e.g. affordable housing, rental housing, seniors housing, family housing, etc.). Local governments must complete their first review and OCP update based on the interim HNR projections by December 31, 2025.

Bill 44 also includes legislative amendments that require local government bylaws to allow for small-scale, multi-unit housing (SSMUH). SSMUH describes a range of housing units that can provide attainable housing for middle-income families, including secondary suites in single family dwellings, detached accessory dwelling units, triplexes, townhomes, and house-plexes. Local and regional governments were required to update their bylaws by June 30, 2024, to accommodate SSMUH.

To support the Village of Silverton to complete the required OCP and corresponding zoning bylaw updates, the consulting team has identified several best practices and considerations for meeting the requirements of Bill 44. The team reviewed the Silverton OCP and identified areas for policy intervention, outlined in Table 5-1. It is important to note that this review is a starting point for staff and should not be considered a complete review. A full OCP update with specific policy recommendations is outside the scope of a typical HNR.

Table 5-1: Bill 44 best practices and considerations for legislated OCP updates

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Low density language in the OCP (often referred to as “traditional residential or “stable residential) should explicitly support various forms of missing middle and small scale multi-residential. No zones/areas within the Village should exclusively allow single detached dwellings or single-family homes.</p>	<p>The language in the Village of Silverton’s Official Community Plan largely aligns with best practices for supporting a variety of missing middle and small-scale multi-unit residential developments.</p> <p>For example, Objective 5.7.1c “support[s] mixed use and medium density development in lands adjacent to where services and amenities are available.”</p> <p>Section 3.8 Growth Management states “there is opportunity for the Village to satisfy the new housing demand through a small amount of infill and more compact developments, such as suites over garages, and carriage houses off lane ways.”</p> <p>Objective 5.1.2 is to “Ensure new development occurs through infill within existing developed areas that are already serviced. New development should be compatible with the form and character of existing development.”</p> <p>Objective 5.1.3. is to “allow more density in residential development in the form of small apartments in the village centre above commercial buildings.”</p>	<p>While language is largely supportive of various forms of missing middle and SSMUH residential development, more explicit language and policies should be included to better promote this type of building. Policies should strive to achieve the aspirations of the listed objectives as they relate to SSMUH.</p> <p>Objective 5.1.iv, “ensure a sufficient supply of suitably zoned land to permit a variety of housing types in anticipation of future housing needs” should be amended to explicitly allow for accessory dwelling units, triplexes, townhomes, and rowhomes, and should remove reference to Health Authority approval.</p>
<p>Consider allowing purpose built rental apartments in several areas in the Village rather than solely in growth/core/arterials. This could encourage more purpose-built rentals in areas throughout the Village. This type of housing is important for a community as it is often the only form of housing that is accessible to lower-income families, seniors, and young people.</p>	<p>The Village of Silverton OCP does not include any language referencing or considering purpose built rental apartments. Although mixed-use development in the form of rental suites, condos, or residences above commercial property is mentioned in the strategy for 4.2.1 Commercial Development in High Corridor and Lakeshore Development, there are no policies specifically related allowing or supporting purpose built rental apartments.</p>	<p>Add new policy in 5.1.1 “Objective: Ensure a sufficient supply of suitably zoned land to permit a variety of housing types in anticipation of future housing needs” to explicitly promote the consideration of purpose-built rental units. Add new Special Condition in 4.2.1. Commercial Development in Highway Corridor and Lakeshore Development to explicitly promote the development of denser, purpose-built rental units.</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Ensure Development Permit Area (DPA) policies and guidelines do not unreasonably prohibit or restrict SSMUH development. According to the provincial policy manual, local governments are discouraged from using DPAs to regulate form and character of SSMUH development in all but exceptional circumstances. It is recommended to amend existing DPAs to remove SSMUH developments from intensive or multi-family residential definitions.</p>	<p>Some of the Development Permit Area policies and guidelines identified in the Village of Silverton OCP include language that is restrictive and prohibitive of SSMUH development.</p> <p>For example: 4.2.1 Commercial Development in Highway Corridor and Lakeshore Development "Development Permits" Section 1 states that "for new buildings or renovations of existing buildings, the owner will be encouraged to reflect the historical and heritage character of the community (as illustrated by the Municipal Office, Memorial Hall, or Silverton Gallery), the mountain/lakeside setting of the community (as illustrated by the Silverton Resort), or the small village character of the community (as illustrated by the dentist office and the Municipal Office building). Lakeshore buildings must not be over two stories."</p>	<p>Amend policy language to exclude SSMUH developments from local regulations that impose unreasonable restrictions on form and character. This amendment reduces regulatory barriers, allowing for quicker and more flexible development. Revising these policies aligns with the provincial recommendation to support more flexible and diverse housing options, only applying additional regulations in exceptional cases.</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>The life-cycle costs of infrastructure and servicing are significantly more cost-efficient when growth occurs in existing neighbourhoods, and within urban containment boundaries, compared to sprawl. Local governments should focus growth in areas that are already serviced.</p>	<p>The Village of Silverton OCP states that "Council recognizes the limited potential for new residential development within existing Village boundaries" and language is supportive of focussing growth in areas that are already serviced. For example, 5.1.2 has a stated objective to "ensure new development occurs through infill within existing developed areas that are already serviced. New development should be compatible with the form and character of existing development."</p> <p>However, language is restrictive of supporting or facilitating new development of medium to higher density forms of housing by requiring health authority or Ministry of Health approvals for new housing development.</p> <p>For example: 5.1.1.a.iv considers "allowing secondary suites or carriage houses on R1 zones provided the health authority approves."</p> <p>5.1.2.a.i. states that "it is the policy of Council that the density of all residential development will be established by either: I. minimum lot sizes required to satisfy the requirements of Ministry of Health Officials respecting on-site disposal of sewage effluent; II. where an alternative sewage disposal method (approved by Ministry of Health) is provided, increased density may be approved."</p>	<p>Language should be amended to explicitly support the development of secondary suites, accessory dwelling units, triplexes, townhomes, row homes, and apartments under 6 storeys within existing developed areas that are already serviced.</p> <p>Any reference to Health Authority or Ministry of Health approvals should be removed as this is not a standard practice and an added barrier to development that other OCP's in the region do not include.</p>

6. Conclusion

The Village of Silverton's housing landscape is evolving. While the population has been relatively stable over the last few years, median home prices have been rising. From 2019 to 2022, the median home price appreciated 60% as result of regional market influences. This has exacerbated housing affordability challenges and put further strain on the rental market. Low vacancy rates across the RDCK and limited supply are expected to further challenge current and future residents looking for both rental and ownership housing.

Although there is limited affordability data on the Village of Silverton, it is likely that residents are facing similar affordability challenges to neighboring communities. Meeting the demand for affordable housing options in the Village of Silverton is crucial. Estimates suggest that about 61 subsidized units could be required over the next 20 years to meet the needs of those most vulnerable. Overall, the Village of Silverton may require an additional 208 housing units to be built by 2041 to mitigate existing and future market imbalances.

The data presented here is intended to support and supplement the important work already being undertaken by the Village and its partners. Though it will be challenging, the Village of Silverton, with support from the RDCK, non-profit and private partners, and senior levels of government, is more than capable of addressing the housing needs outlined in this report.

Consulting support from:

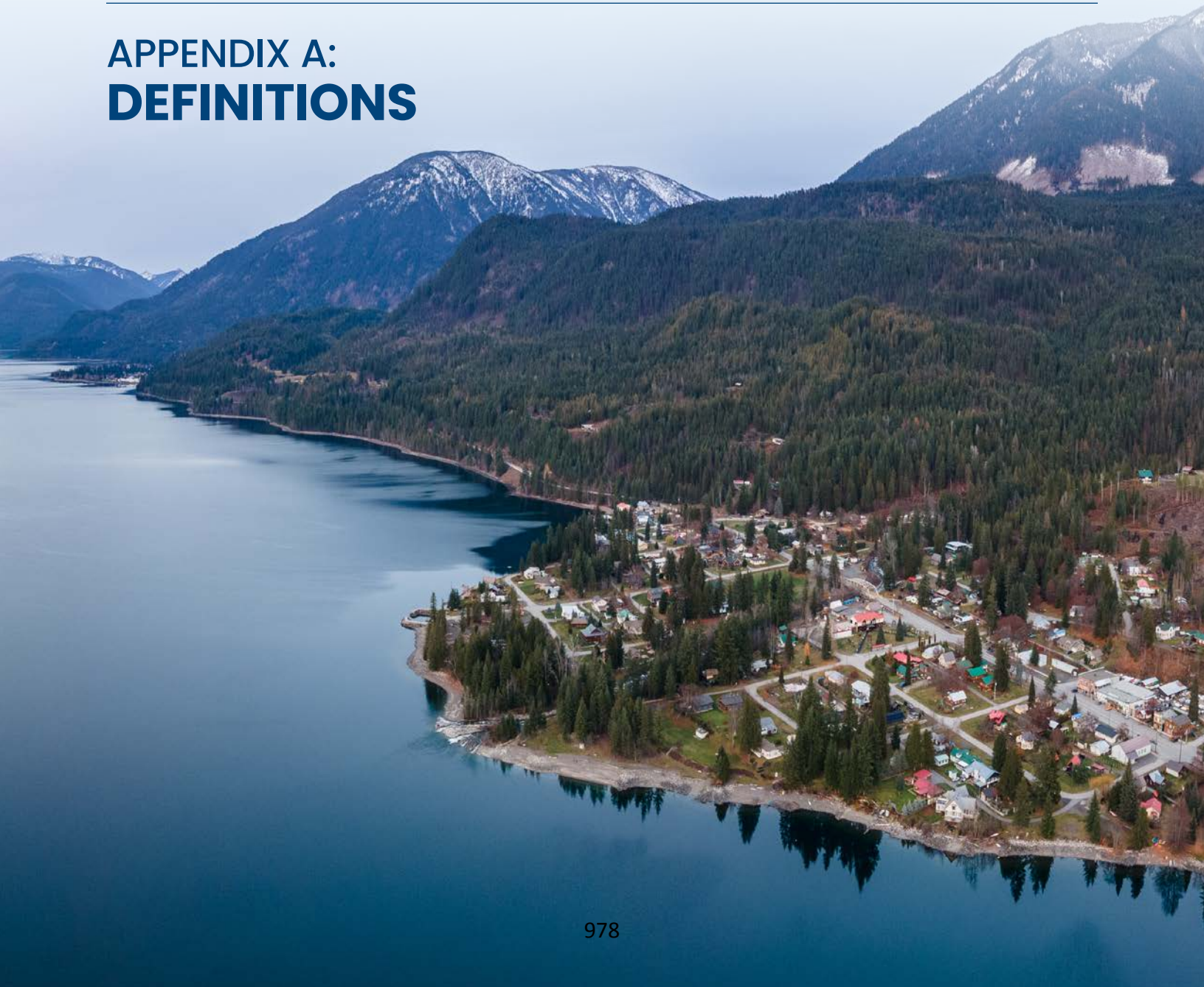




Village of Silverton Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

APPENDIX A: **DEFINITIONS**



Definitions

“bedrooms” refer to rooms in a private dwelling that are designed mainly for sleeping purposes even if they are now used for other purposes, such as guest rooms and television rooms. Also included are rooms used as bedrooms now, even if they were not originally built as bedrooms, such as bedrooms in a finished basement. Bedrooms exclude rooms designed for another use during the day such as dining rooms and living rooms even if they may be used for sleeping purposes at night. By definition, one-room private dwellings such as bachelor or studio apartments have zero bedrooms;

“census” means a census of population undertaken under the Statistics Act (Canada);

“census family” is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex;

“components of demographic growth” refers to any of the classes of events generating population movement variations. Births, deaths, migration, marriages, divorces, and new widowhoods are the components responsible for the variations since they alter either the total population or the age, sex, and marital status distribution of the population:

“emigrant” refers to a Canadian citizen or immigrant who has left Canada to establish a permanent residence in another country.

“immigrant” refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities;

“interprovincial migration” refers to movement from one province or territory to another involving a permanent change in residence. A person who takes up residence in another province or territory is an out-migrant with reference to the province or territory of origin and an in-migrant with reference to the province or territory of destination;

“intraprovincial migration” refers to movement from one region to another within the same province or territory involving a permanent change of residence. A person who takes up residence in another region is an out-migrant with reference to the region of origin and an in-migrant with reference to the region of destination;

“non-permanent residents” refers to persons who are lawfully in Canada on a temporary basis under the authority of a temporary resident permit, along with members of their family living with them. Non-permanent residents include foreign workers, foreign students, the humanitarian population and other temporary residents;

“core housing need” is when housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards;

“adequate housing” means that, according to the residents within the dwelling, no major repairs are required for proper use and enjoyment of said dwelling;

“affordable housing” means that household shelter costs equate to less than 30% of total before-tax household income;

“suitable housing” means that a dwelling has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements;

“dwelling” is defined as a set of living quarters. Two types of dwelling are identified in the Census, collective dwellings and private dwellings. The former pertains to dwellings which are institutional, communal or commercial in nature. The latter, Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons;

“private dwelling occupied by usual residents” refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

“private dwelling not occupied by usual residents” refers to a private dwelling which is not considered the primary place of residence of a household over a calendar year.

“dwelling type” means the structural characteristics or dwelling configuration of a housing unit, such as, but not limited to, the housing unit being a single-detached house, a semi-detached house, a row house, an apartment in a duplex or in a building that has a certain number of storeys, or a mobile home;

“single-detached house” means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house;

“semi-detached house” means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides;

“row house” means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses;

“duplex” (also known as apartment or flat in a duplex) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings;

“apartment in a building that has five or more storeys” means a dwelling unit in a high-rise apartment building which has five or more storeys;

“apartment in a building that has fewer than five storeys” means a dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys;

“mobile home” means a single dwelling, designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation pad and may be covered by a skirt;

“extreme core housing need” has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

“household” refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad;

“owner household” refers to a private household where some member of the household owns the dwelling, even if it is still being paid for;

“renter household” refers to private households where no member of the household owns their dwelling. The dwelling is considered to be rented even if no cash rent is paid;

“household maintainer” refers to whether or not a person residing in the household is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. In the case of a household where two or more people are listed as household maintainers, the first person listed is chosen as the primary household maintainer;

“household size” refers to the number of persons in a private household;

“household type” refers to the differentiation of households on the basis of whether they are census family households or non-census-family households. Census family households are those that contain at least one census family;

“migrant” refers to a person who has moved from their place of residence, of which the origin is different than the destination community they reported in. Conversely, a non-migrant is a person who has moved within the same community;

“mobility status, one year” refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier;

“primary rental market” means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

“Rental Market Survey” refers the collection of data samples from all urban areas with populations greater than 10,000 and targets only private apartments with at least three rental units. Among the information provided are median rental prices for units within the primary rental market;

“secondary rental market” means a market for rental housing units that were not purpose-built as rental housing;

“shelter cost” refers to the average or median monthly total of all shelter expenses paid by households that own or rent their dwelling. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services;

“subsidized housing” refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances;

“tenure” refers to whether the household owns or rents their private dwelling. The private dwelling may be situated on rented or leased land or be part of a condominium. A household is considered to own their dwelling if some member of the household owns the dwelling even if it is not fully paid for, for example if there is a mortgage or some other claim on it. A household is considered to rent their dwelling if no member of the household owns the dwelling;

“vacancy” means a unit that, at the time of the CMHC Rental Market Survey, it is physically unoccupied and available for immediate rental.



Village of Slocan Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

DECEMBER 2024



Acknowledgments

The authors of this report acknowledge that this study takes place on the traditional land and territory of the Sinixt, the Syilx, the Ktunaxa and the Secwépemc. We hope to continue their legacy of learning from, caring for, protecting, and enjoying the blessings of tradition and territory.

The development of this Housing Needs Report Update Community Profile was led by the Regional District of Central Kootenay (RDCK) and supported by staff from the Land Use and Planning department as well as staff from the Village of Slocan.

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Executive Summary

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities, including the Village of Slocan, released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and the changing housing landscape. Like many other Canadian communities, the Village of Slocan is facing escalating housing pressures and rising housing costs.

Recognizing the dynamic nature of the housing market, the availability of new data, and the necessity for updated housing reports, the RDCK commissioned HNR updates for its rural Electoral Areas (A, B, C, D, E, F, G, H, I, J, and K) and partnering municipalities (the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan). This Community Profile aims to provide an overview of Slocan's current and anticipated local housing conditions and needs and meet new provincial legislative requirements.

KEY FINDINGS

The Population of Slocan is Growing and Changing

- Slocan's total population grew by 31% between 2016 to 2021. During this same period, households grew by 24%. It is anticipated that the community will continue to experience significant growth over the next two decades.
- The province estimates that Slocan's population was 385 in 2021. Projections expect there to be about 520 residents in the Village of Slocan by 2041.
- Growth has historically been, and is expected to continue to be, greatest among seniors and older residents. Projections also anticipate considerable growth among 45- to 64-year-olds over the next 20 years.

Sale Prices are Rising, and Home Ownership is Increasingly Out of Reach for Many

- Between 2012 and 2016 home ownership was reasonably affordable to most households in Slocan. Since 2019, the median price of a home has become increasingly out of reach for all median household types, rising 86% between 2019 and 2022.
- In 2022, the median home sale price (just under \$400,000) surpassed what the median couple income could afford for the first time. Without external support or existing equity, homeownership is out of reach for most residents in the community.

Residents in Slocan are Facing Housing Affordability Challenges

- In 2021, 40% of households in Slocan lived in an unaffordable home, a large percentage relative to other neighboring communities in the RDCK across BC.
- Renter households are more severely affected by affordability challenges. Sixty-seven percent of Slocan renters were in an unaffordable home and 56% were in Core Housing Need. This is largely related to a high number of single income earners living in rental households.
- About 26% of households in Slocan (40 households) earn a "very low income" or "low income." These households can afford at most a monthly mortgage or rent of \$450. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than

is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

- Housing affordability was identified by Slocan residents as a priority during the 2022 Official Community Plan engagement process. Housing data confirms that many households in Slocan find it difficult to find and afford an appropriate home.

Demand is Expected to Increase over the Next 20 Years

- Over the next two decades, provincial projections suggest Slocan may need to add 105 new homes across the housing spectrum to mitigate increased market imbalances, account for anticipated new demand, and address existing housing deficits. Rental demand projections suggest 50% of new rental units would need to be affordable or offered at a below-market price to best meet the needs of Slocan residents.
- Much of the demand will be influenced by population growth. Growth is largely driven by factors outside of local government control including economic opportunities, available services, infrastructure, transportation, natural disasters, federal and provincial policy, and education opportunities.
- Migration to Slocan is largely from other areas of British Columbia, including adjacent communities. Preparing for growth and addressing demand is not just about accommodating new people – it is about preserving and deepening affordability so current residents across all age demographics in Slocan can stay and thrive in their community.

Interim Report Requirements

The first legislative requirements for housing needs reports were established in 2019, and required local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs. The RDCK and its partner communities, including the Village of Slocan, completed a Housing Needs Assessment in September 2020.

In 2023, amendments to the *Local Government Act* introduced new requirements for housing needs reports. Local and regional governments must now use an established methodology to identify the 5- and 20-year housing need in their communities and local governments must update their official community plans and zoning bylaws to accommodate expected demand.

Communities must complete an interim housing needs report that is required to include three new additional items:

1. The number of housing units needed currently and over the next 5 and 20 years;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by local government, since receiving the most recent housing needs report, to reduce housing needs.

The RDCK and partnering communities have elected to complete the interim report requirements and a comprehensive data update using 2021 census data. For reference, required report content fulfilling the interim report requirements is included in this section. The body of this Community Profile contains all information required by legislation for the Interim Housing Needs Reports and should remain relevant until the next release of Census data, projected for 2027 or 2028.

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED HOUSING NEED

Table 0-1: HNR Method base year versus current year estimates

Description	5-year	20-year
Total demand from 2021 base year	41	105
Estimated total demand from current year (2024)*	48	106

*Note: This calculation is not a requirement. The HNR method calculation uses 2021 as the base year. The 2024 projection is an additional projection to further support and inform future planning initiatives.

Further discussion and analysis of anticipated need is included in Section 5 of this report.

KEY AREAS OF LOCAL NEED

Based on analysis of data and feedback from elected officials and community organizations, the following summary statements describe the current and anticipated housing needs across the following seven key areas: affordable housing, rental housing, special needs housing, housing for seniors, housing for families, shelters for individuals experiencing or at risk of homelessness and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation.

Table 0-2: Key areas of local need

Need	Description
Affordable housing	<p>Affordability remains the greatest contributor to Core Housing Need in the Village of Slokan, with approximately 40% of local households spending more than 30% of their total income on shelter in 2021. Since then, the gap between income purchasing power and actual house prices has widened, indicating that homeownership is further out of reach for most residents in Slokan than it was three years ago.</p> <p>Individuals or families with one income are struggling the most to find affordable housing options in the community, whether to rent or own. Approximately 26% of households in Slokan earned a “very low” or “low” income (see Section 3.3.2 for income categorization information). While many in these categories may already be shelter-secure (e.g., retired households with fully paid-off mortgages), this percentage represents a significant portion of the population that may be especially vulnerable to affordability challenges.</p> <p>The Village and its community partners are working to build new non-market affordable rental options in the community, but projections anticipate at least 37 subsidized affordable units and 67 additional market units will be needed by 2041 to meet demand and begin to balance prices.</p>
Rental housing	<p>Homeownership is becoming increasingly unaffordable for the typical household in Slokan, forcing many who would prefer to own a home to rent instead. Although the cost of renting is also increasing, it often remains the more cost-effective option between the two tenures.</p> <p>Local data reflects this trend, with the share of renter-occupied dwellings increasing from 22% to 28% between 2016 and 2021. Broader vacancy trends in the RDCK’s municipalities and across BC suggest that this trend will continue. As rental vacancy rates continue to decrease, there is a clear rise in demand for rental housing relative to available supply. Although vacancy rates typically reflect purpose-built rentals in urban areas, a declining vacancy rate in these markets forces households to seek alternatives in lower-density markets where there is better availability and prices. This leads to increased demand overall.</p> <p>Although there is limited data available on the rental market in smaller communities within the RDCK, engagement with elected officials and community organizations/groups confirmed that vacancy rates remain well below the 3-5% healthy vacancy rate. Residents have reported having an extremely difficult time finding affordable, suitable rental options to meet their needs.</p> <p>Projection calculations support the data trends, anticipating a continued increase in rental housing demand, with approximately 39% of all dwellings expected to be rental units by 2041.</p>

Need	Description
Special needs housing	<p>Although data on waitlists and core housing need is not specific to community members with special needs, national disability statistics show that overall rates of disability increased from 22.3% to 27.0%¹ between 2017 and 2022 surveys. Much of this increase is attributed to the growth of the senior population. As the population in Slocan ages, projections expect the need for more accessible and specialized housing to increase.</p> <p>Increases were also observed among youth and working-age adults, with significant rises in mental health, learning, and developmental challenges. This indicates a broad need for improved access to supportive housing options that cater to various specific support needs and age demographics.</p>
Housing for seniors	<p>According to BC projections, Slocan can expect that senior-led households will continue to grow over the next two decades. By 2041, senior-led households may increase by 69% and could comprise 39% of total households.</p> <p>In 2022, the Canadian disability rate among the senior population was 40%, an increase of three percentage points since the last survey in 2017. A significant portion of this rate is related to mobility issues, and the likelihood of disability that increases with age.</p> <p>Given the anticipated growth in senior households and the elevated disability rate within this group, increased senior housing interventions are necessary. These could include ensuring senior housing and facilities are widely permitted locally, further modifying building standards to support aging in place, and/or developing and improving existing senior services and programs.</p> <p>While many solutions fall outside the direct influence of local government, there may be opportunities to partner with other levels of government and local or regional organizations to encourage appropriate seniors housing.</p>
Housing for families	<p>Projections anticipate growth among young family households (led by a 25- to 44-year olds) to continue. Affordable options with multiple bedrooms are key to meeting the needs of families, especially lone parent households who often need non-market options to ensure appropriate affordability. Families may also be served by interventions in other areas of the housing spectrum, for example by additional seniors housing that helps reintegrate larger homes back into the market.</p>
Shelters to address homelessness	<p>While shelters are often located in larger urban communities, homelessness is not confined to these areas. National and provincial trends show that overall homelessness is on the rise, with hidden homelessness likely increasing, particularly in small urban and rural areas.</p> <p>About 2% of regional households were identified as earning "very low" incomes. These individuals are the most vulnerable to changes in their housing circumstances and are the most likely to require emergency housing interventions.</p> <p>Addressing homelessness locally is ideal, as it allows residents to remain within their community. However, doing so can be challenging without provincial or federal support. Slocan should stay engaged in regional homelessness strategies to help coordinate and determine the allocation of emergency housing services and programs.</p>

¹ Statistics Canada. (2023, December 1). Canadian Survey on Disability, 2017 to 2022. <https://www150.statcan.gc.ca/n1/daily-quotidien/231201/dq231201b-eng.htm>

Need	Description
Proximity to transportation	Slocan acknowledges the importance of situating future housing developments near transportation infrastructure to encourage more sustainable living choices for residents. Offering housing options close to facilities that support walking, cycling, and public transit not only improves quality of life by providing convenient and affordable mobility for individuals of all ages and abilities, but it also plays a crucial role in reducing the Village’s carbon footprint. By cultivating neighbourhoods where residents can easily commute and run errands without relying on personal vehicles, the Village can foster a more inclusive, vibrant, healthy, and interconnected community.

LOOKING BACK

Table 0-3: Actions taken by the village of Slocan reduce housing need since the last HNR was received

General Housing Actions	
Date	Description of Action or Policy
2023	The Village of Slocan approved the Disposition of Municipal Land by way of a long-term lease to the Slocan Valley Housing Society for the purposes of developing 10 affordable rental units including a mix of one, two and three-bedroom units. This community owned and operated development will provide affordable housing that is targeted for families and seniors in the community. This project will help to address key housing affordability challenges, the lack of rental housing available in the Village of Slocan and will provide energy efficient homes, close to services and amenities for Slocan residents.
2024	In October 2024, Council wrote a letter of support for the Laneway House Foundation, which aims to collaborate with property owners in Slocan to secure government funding for the development of rental units, addressing the growing need for affordable housing in the community.

Zoning Amendments

Date	Description of Action or Policy
2022	<p>The Official Community Plan (OCP) Bylaw, 2022 was adopted in October 2022 to implement the vision of the OCP: a flourishing Village where people are connected to nature and each other.</p> <p>The update included conducting an inventory of vacant or underutilized village lands to create the Village’s Vacant Land Inventory. The purpose of this inventory is to make efficient use of Village lands and provide a benefit to the community.</p> <p>Recognizing that housing affordability is a key topic for residents of Slocan, Housing Diversity and Affordability: Matching Housing to Demographics was identified as one of the “Big Moves” in the 2022 OCP. To address the need for housing diversity and affordability the OCP has policies that:</p> <ul style="list-style-type: none"> • Promote accessory dwelling units (ADUs), so that existing homeowners can benefit economically while maintaining the Slocan character; • Support home-based businesses, so that existing residents can build their incomes without large investments in commercial real estate and stay in their existing homes; • Support mixed-used developments in the Village Core and on the former mill site to provide smaller format housing options that assist with a vibrant core; and • Promote and allow more attached forms of housing in specific locations within the Village where they are appropriate.

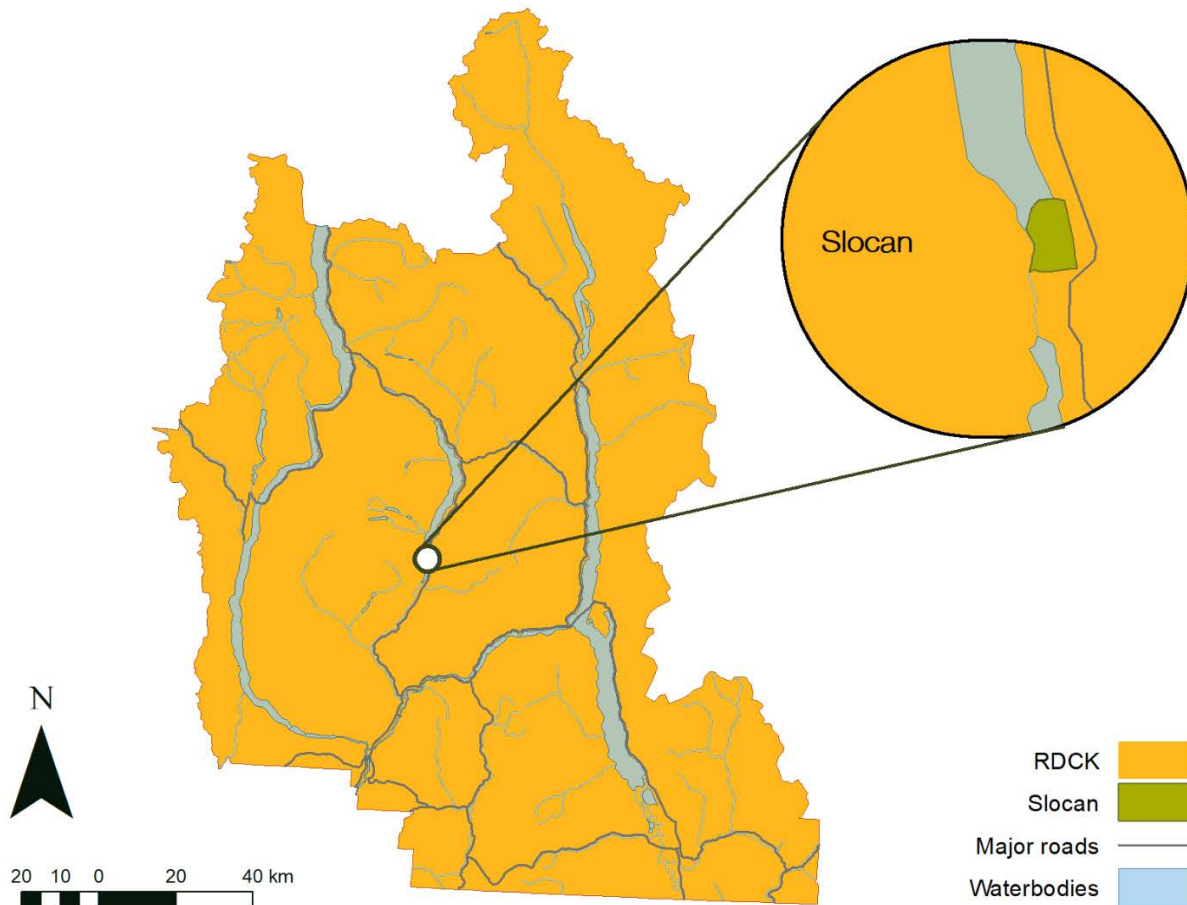
Parking

Date	Description of Action or Policy
2023	<p>A downtown revitalization project has been funded and approved. This project is anticipated to begin in the spring of 2025 and will include a plan for parking in the downtown core. Parking strategies to enable multi-residential housing development will be explored as part of this revitalization project.</p>

1. Introduction

Using a wide range of quantitative data and qualitative input from elected officials and community organizations, this document analyzes existing and anticipated housing needs and gaps in the Village of Slocan. All data presented in the report refers to Slocan unless otherwise identified in the text. Figure 1-1 illustrates Slocan's location in relation to adjacent communities and the RDCK.

Figure 1-1: Location Map



Source: BC Geo Warehouse, Statistics Canada

The purpose of this report is to catalogue current and anticipated housing challenges so that decision makers, regulators, funders, and community members can better understand and react to housing issues in the Village of Slocan. The data gathered and insights generated by a needs report can inform land use and social planning initiatives at local levels, as well as provide evidence to further advocacy to senior levels of government. They are also a useful resource for those engaged in or entering the housing sector.

1.1 DATA SOURCES

This report refers to several pieces of data that work together to contextualize housing conditions experienced by residents of the Village of Slocan. The following is a list of secondary quantitative data sources (i.e., information collected by other organizations and used for this report):

- BC Assessment
- British Columbia Statistics
- Canada Mortgage and Housing Corporation (CMHC)
- Local government data
- Statistics Canada
- UBC Housing Assessment Resource Tools (HART)

Limitations for each source are detailed in the next subsection. At a high level, no analysis can be exact without individualized person or household datasets. Many datasets in this report rely on population samples which, though statistically sound, may not feel representative or reflect lived experience in Slocan. Any analysis in this report should be considered informed estimates rather than precise descriptions.

This is especially applicable to projection work from any source. Estimating variable changes without knowledge of future conditions is inherently flawed. The projections included in this report are subject to economic, social, and environmental conditions that may not persist in the future. Projections should serve as guideposts, regularly recalculated and adjusted to incorporate new information as needed.

1.1.1 Data Limitations

BC Assessment

[Grouped Information](#)

BC Assessment provides assessment roll spreadsheets for communities across British Columbia for the years 2005/2006 through 2022/2023. Assessment roll information is not on an individual property level; rather, similar types of properties are grouped together in “folios” based on several factors, such as property type and dwelling type. These folio groups also mean that assessment and sale price values reflect averages, making it more difficult to express community level average and median values.

British Columbia Statistics

[Urban Focus](#)

BC Statistics helpfully consolidates most data related to complete Housing Needs Reports, like the new homes registry, non-market housing, post-secondary student housing, and homeless count sources. The database primarily offers data for urban areas, potentially excluding unincorporated or rural data, or suppressing data for confidentiality. This is often due to urban communities having greater data quality and quantity.

Canada Mortgage & Housing Corporation (CMHC)

[Reporting Landscape](#)

CMHC conducts its Rental Market Survey (RMS) every year in October to estimate the relative strengths in the rental market. The survey collects samples of market rent levels, turnover, and vacancy unit data for all sampled structures. The survey only applies to **primary rental markets**, which are those urban areas with

populations of 10,000 and more. The survey targets only privately initiated rental structures with at least three rental units, which have been on the market for at least three months. In the RDCK, CMHC only collects rental data for the City of Nelson.

Statistics Canada

[Area and Data Suppression](#)

Some geographic areas are too small to report, resulting in the deletion of information. Suppression can occur due to data quality or for technical reasons, limiting the use of granular Census geographies. This was not a particular concern for this study but limited the ability to use granular Census geographies (specifically, Dissemination Areas – see **Definitions**).

[Random Rounding](#)

Numbers are randomly rounded to multiples of “5” or “10,” leading to potential discrepancies when summed or grouped. Percentages derived from rounded data may not accurately reflect true percentages, introducing a level of approximation. Additionally, the sums of percentages may not equal 100%.

UBC Housing Assessment Resource Tools (HART)

[Sourced from Statistics Canada](#)

While HART offers detailed methodologies for their analysis, they do rely on Statistics Canada datasets. Consequently, the same limitations as stated above apply for HART analysis results.

1.2 ENGAGEMENT

The RDCK Housing Needs Report Updates Engagement Summary Report summarizes engagement activities conducted by the M’akola Development Services (MDS) and Turner Drake & Partners (TD) in collaboration with RDCK staff for the HNR updates. Engagement opportunities included targeted surveys, presentations, and facilitated discussions.

The Engagement Summary Report captures key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the RDCK Regional Summary Report, Electoral Area Summary Report, and Village Profiles.

2. Community Profile

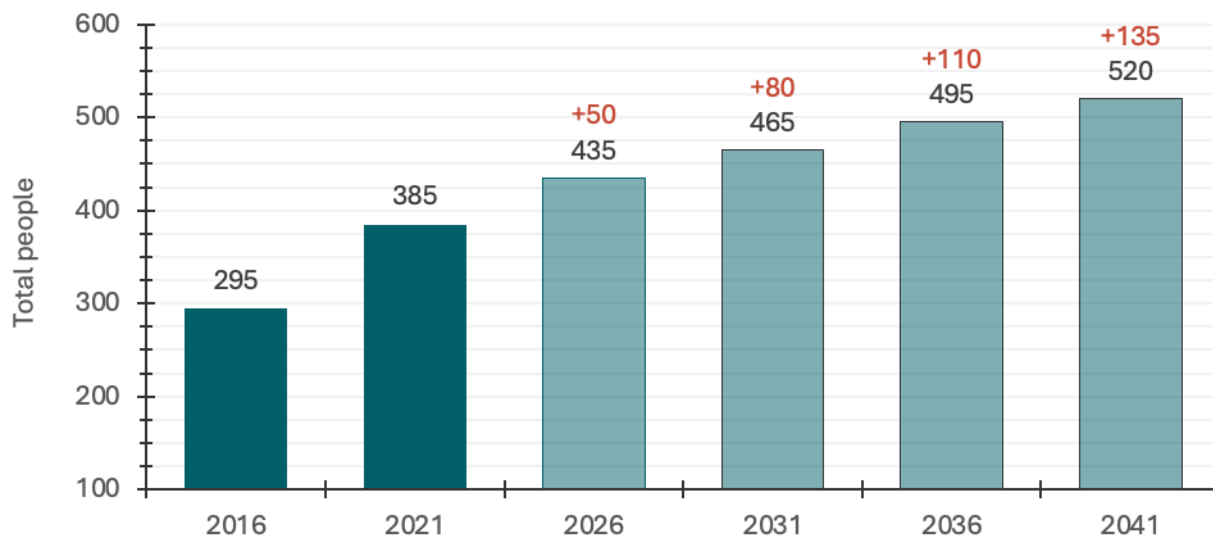
2.1 POPULATION

2.1.1 Historical & Anticipated Population

British Columbia's population grew by nearly 8% between 2016 and 2021 (according to BC Government estimates), driven by economic opportunities, immigration, and the quality of life. This growth has heightened the demand for housing, infrastructure, and services, presenting both opportunities and challenges for the province as it adapts to a changing demographic landscape.

Figure 2-1 illustrates the changing total population in Slocan from 2016 to 2021 (BC estimates for Census years) and five-year intervals of 2026 to 2041 (BC Government projections). Government of British Columbia estimates show that the Village of Slocan grew by 31% between 2016 and 2021.²

Figure 2-1: Historical and anticipated population, net anticipated change of population since 2021



Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-1 provides a summary of the historical population changes across different age cohorts and includes anticipated population figures over the next two decades.

² Note that Statistics Canada's 2021 Census also reports a 31% increase to the Village of Slocan's population. The totals from which the increases are calculated differ between sources. BC estimates are adjusted to account for possible undercounting during the Census' enumeration.

Table 2-1: Historical (BC Gov't estimates) and anticipated population by age group (BC Gov't projections)

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical population							
2016 population	295	35	30	75	110	50	0
2021 population	385	65	25	85	100	95	15
% change ('16-'21)	+31%	+86%	-17%	+13%	-9%	+90%	-
Anticipated population							
2026 population	435	60	35	100	120	115	15
% change ('21-'26)	+13%	-8%	+40%	+18%	+20%	+21%	+0%
2041 population	520	40	20	110	190	105	50
% change ('26-'41)	+20%	-33%	-43%	+10%	+58%	-9%	+233%
% change ('21-'41)	+35%	-38%	-20%	+29%	+90%	+11%	+233%

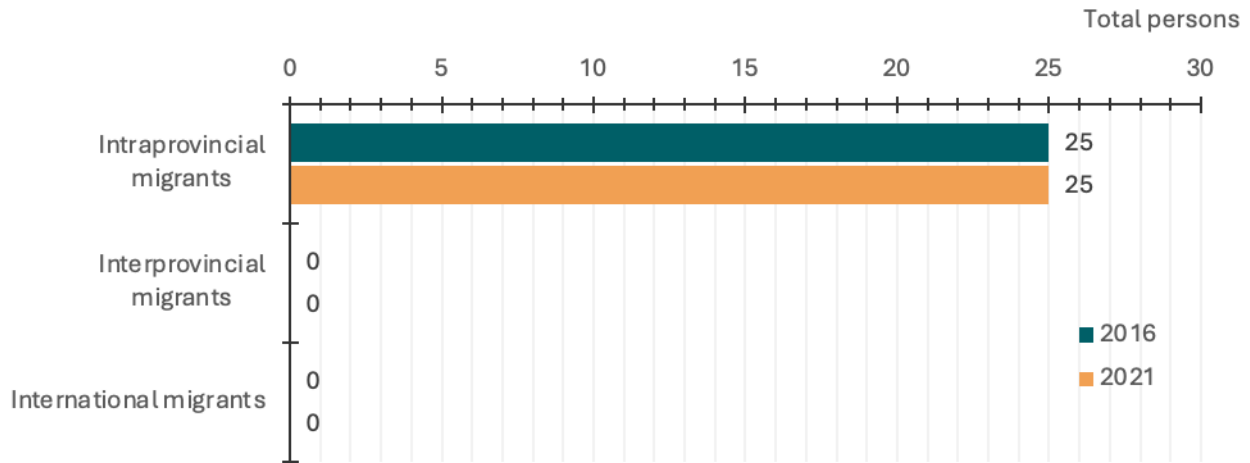
Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

- The province estimates that Slocan's total population was 385 in 2021, up from 295 in 2016.
- Historically, the highest rates of growth have been largely among senior (65+) populations with increases also occurring among youth and adults aged 25 to 44. Across this same time period, young adults (15 to 24) and older working age adults (45 to 64) decreased.
- The total population may grow 35% over the next two decades, potentially reaching 520 people in 2041 according to BC government calculations. Most age groups will likely contribute to growth, with a considerable rise among 45- to 64-year-olds.
- About 135 additional people may call Slocan home by 2041.

2.1.2 Recent Mobility Trends

Figure 2-2 illustrates the number of people who moved to Slocan from another area, whether from within British Columbia (intraprovincial), another province (interprovincial), or another country (international). The data reflects mobility trends for the years prior to 2016 and 2021.

Figure 2-2 One-year mobility of population trends



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- People moving from other areas of British Columbia (including adjacent communities) are the largest source of incoming migrants, a trend consistent across both the 2016 and 2021 Censuses.
- Out-of-province and international in-migrants make up a negligible portion of incoming populations. While the Census reports 0 for each category for suppression purposes, it is probable that a small number of individuals may have moved to the community from these locations.

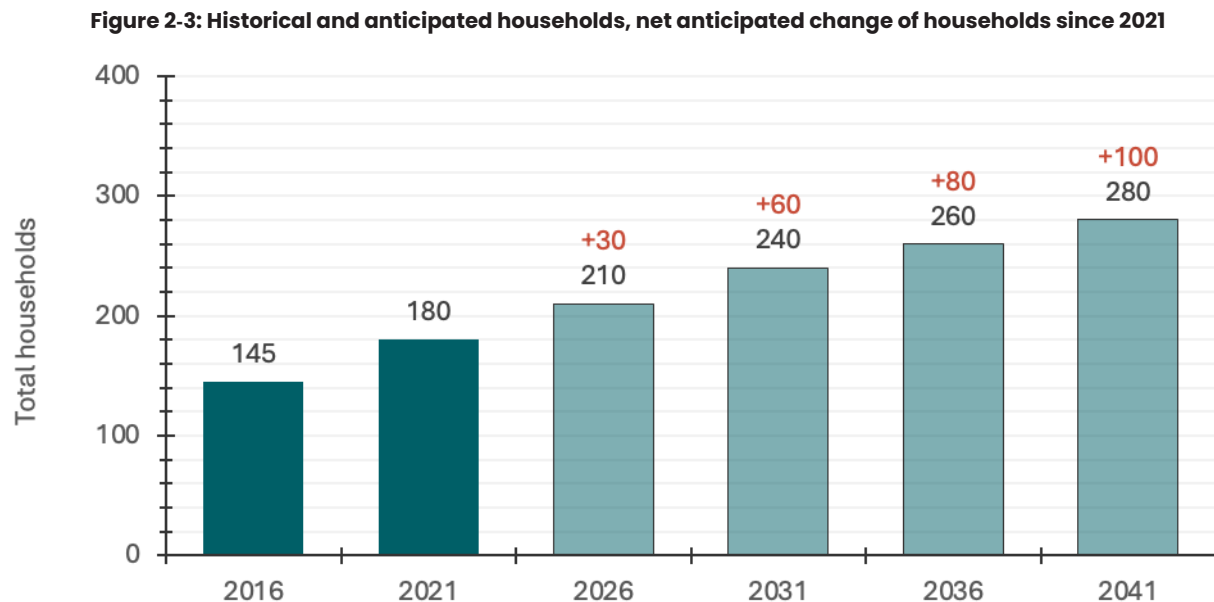
2.2 HOUSEHOLDS

Statistics Canada defines a household as a person or group of persons sharing the same dwelling without another usual residence. A household is the highest-level descriptor of many unique living situations. Households are often categorized in this report by the primary household maintainer’s age, which is the age of the person responsible for major expenses like rent, mortgage, taxes, and utilities. When multiple people share this responsibility, the first listed individual becomes the primary household maintainer.

2.2.1 Historical & Anticipated Households

Total households and the age distribution of maintainers are influenced by population changes, and driven by factors like relocations, preferences, and financial situations. Changes in household patterns typically align with broader population trends. Household growth is a key driver of housing demand. Since households need dwellings, projections are closely tied to the needed increase in housing stock to accommodate expected population changes. Economic and financial drivers, while influential, are excluded since they are difficult to predict, both in the near- and long-term.

Figure 2-3 illustrates Slocan’s 2021 estimated total households and the anticipated 20-year net growth in households.



Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-2 summarizes historical shifts in total Slocan households, providing insights into expected figures over the next two decades.

Table 2-2: Historical and anticipated households by primary maintainer age (BC Gov’t projections)

	Total	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical households by primary maintainer age						
2016 households	145	10	35	60	45	0
2021 households	180	0	15	90	55	10
% change ('16-'21)	+24%	-100%	-57%	+50%	+22%	-
Anticipated households by primary maintainer age						
2026 households	210	5	30	85	80	10
% change ('21-'26)	+17%	-	+100%	-6%	+45%	+0%
2041 households	280	5	35	135	75	35
% change ('26-'41)	+33%	+0%	+17%	+59%	-6%	+250%
% change ('21-'41)	+56%	-	+133%	+50%	+36%	+250%

Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections, Turner Drake & Partners

- The province estimates that Slocan had 180 households in 2021, up 24% from 145 in 2016.
- Total households may grow 56% between 2021 and 2041, reaching approximately 280. It is not uncommon for communities to have a higher rate of household growth than population growth. As a community ages, more people tend to live in smaller households (e.g. 1- or 2-person households rather than 3- or 4-person households.) This drives the average household size down and increases the number of households needed per capita.
- About 100 additional households may call Slocan home by 2041.

2.2.2 Additional Household Characteristics

Table 2-3 summarizes the totals and distributions of households by their size per the 2016 and 2021 Censuses, as well as their respective tenure splits.

Household totals for 2016 and 2021 may differ between this and previous sections, as each section draws from different data sources with distinct purposes. This section relies on a custom Census dataset, purchased by the province from Statistics Canada, which provides more detailed information about households based on a 25% sample of the population. In contrast, the previous section's household data is from a separate provincial dataset, included here as it is an input for the province's prescribed unit demand calculations described later in the report.

Table 2-3: Historical households by household size and tenure share

2016 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	135	60	60	10	10	0	1.8
Share of total	96%	43%	43%	7%	7%	0%	
Owner households	78%	85%	67%	-	0%	-	1.6
Renter households	22%	15%	33%	-	100%	-	2.3
2021 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	160	85	40	15	20	0	1.9
Share of total	100%	53%	25%	9%	13%	0%	
Owner households	72%	63%	78%	-	100%	-	2.0
Renter households	28%	38%	22%	-	0%	-	1.7
% change ('16-'21)	+19%	+42%	-33%	+50%	+100%	-	

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Note that the province reports an estimated 24% change between 2016 and 2021, while the Census identifies a 19% during the same period, which relates to the impacts of using two different datasets that also differ in their methodologies.
- Growth occurred among most household types, with the largest growth amongst 1-person households. Only 2-person households decreased.
- Continued growth from 2021 to 2023 (based on provincial numbers), particularly among 25- to 44-year and 65- to 84-year-old led households, suggests that there may be concurrent increases in the number of younger adult couples and senior households. This could mean more 2-person households during that period (or even 3 or more if they are families with children or extended family).
- In 2021, renter households accounted for 28% of all households in Slocan, up from 22% in 2016. Between 2016 and 2021, total renter households increased by about 15, while owners rose by 5.
- Rates of rentership were highest among 1-person households in 2021, a result largely attributed to single person households generally earning less income and having less financial capacity to secure homeownership.

Table 2-4 summarizes the totals and distributions of households by their household family type per the 2016 and 2021 Censuses, as well as their respective tenure splits. Note that a “census-family with a child” includes both couples and lone parents. A “non-census family” refers to a household made up of a single person or unrelated individuals (i.e., roommates).

Table 2-4: Historical households by census-family type and tenure share

2016 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	135	40	30	70
Share of total	96%	30%	22%	52%
Owner households	78%	75%	67%	85%
Renter households	22%	25%	33%	15%
2021 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	160	30	40	90
Share of total	100%	19%	25%	56%
Owner households	72%	100%	78%	56%
Renter households	28%	0%	22%	44%
% change ('16-'21)	+19%	-25%	+33%	+29%

* refers to a household made up of a single person or unrelated individuals (i.e., roommates).
Source: BC Government purchased Custom Statistics Canada Census Tabulations

- The fastest growing household type between 2016 and 2021 was census-families with children, which grew by 33% over the five years.
- Despite a slight decrease in the number of households led by a 25-to 44-year-old between 2016 and 2021, Slocan experienced an increase in its census-families with children (i.e., couples with children or lone parents).
- Non-census families (i.e., single persons or unrelated roommates) demonstrated the greatest growth. This corresponds to the more prominent increase among 1-person households during the same period.

2.3 INCOME

Income statistics are critically important for determining affordability. How much a household earns is the most important factor in determining what type and size of home the household can afford. A household's earnings are largely contingent on the characteristics and composition of the people making up the household (e.g., how old is the household, how many people are in the household, does a household own or rent their dwelling?) Most affordability calculations use median before-tax household, or the total income earned by a household before income taxes and other elements are deducted, as the primary input.

Key Definition

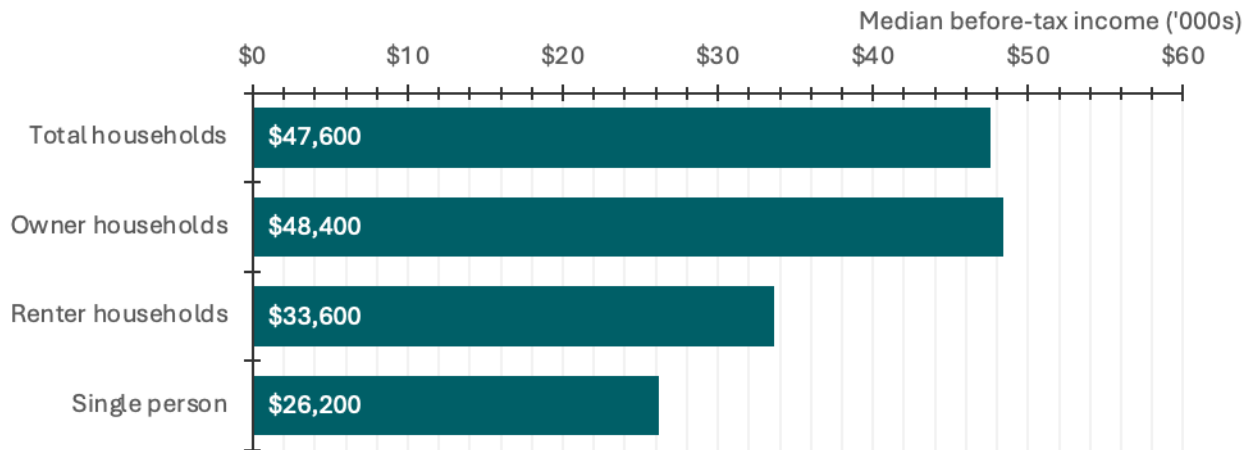
Median before-tax household income: the total income earned by a household before income taxes and other elements are deducted. Commonly used to determine housing affordability.

Note: Canadian Emergency Response Benefit (CERB) relief payments may have artificially boosted income data in the 2021 Census, obscuring some housing need. Though a necessary stimulus during the height of the COVID-19 pandemic, CERB temporarily raised the annual income for many residents of the RDCK, mostly in the lowest income brackets. Most households briefly pulled out of housing need by CERB likely returned to pre-COVID income levels after support programs ended.

2.3.1 Median before-tax household incomes

Figure 2-4 summarizes the median before-tax household incomes by tenure and household family type. Not all categories are displayed due to suppression, which is used by Statistics Canada to ensure confidentiality for small datasets.

Figure 2-4: Median before-tax household income by tenure and household family type, 2021



Source: BC Government purchased + Turner Drake purchased Custom Statistics Canada Census Tabulations

- In 2021, the median household earned \$47,600 before-tax. No corresponding data is available from 2016. Since 2006, the median income has decreased almost 9%. This decline is in large part attributed to the aging population in the community, with higher proportions of seniors and/or retired residents earning fixed incomes that are typically lower than earnings when otherwise employed.
- Owner households, which report a higher average household size, reported a higher median income than renter households.

2.3.2 Income categories

This report adopts methods used by UBC’s Housing Assessment Resource Tools (HART), which uses custom Statistics Canada Census tabulations to establish five household income categories that can help inform the share of the population most at risk of financial pressures related to housing. The categories are as follows:

- **Very low income:** 20% or less of area median household income (AMHI), generally equivalent to shelter allowance for income support recipients.
- **Low income:** 21–50% AMHI, generally equivalent to one full-time minimum wage job.
- **Moderate income:** 51–80% AMHI, generally equivalent to a starting salary, depending on the job and sector.
- **Median income:** 81–120% AMHI, representing the ‘middle class.’
- **High income:** More than 120% AMHI, the group with the greatest housing wealth

Table 2-5 summarizes the share of households that belong to each income category, and the approximate range of shelter costs that a household can afford. Note that the affordable shelter costs use Statistics Canada’s 30% shelter-cost-to-income ratio (i.e., affordability threshold), further adjusted to account for an assumed 25% of shelter costs being allocated to ancillary costs like insurance or utilities. In other words, the affordable shelter cost provided in the table represents only a rent or mortgage payment.

Table 2-5: Income category summary, 2021

Income category	Annual household income	Affordable shelter cost	Estimated share of total households
Very low income	≤ \$9,600	< \$180	0%
Low income	\$9,601 to \$24,000	\$180 to \$450	26%
Moderate income	\$24,001 to \$38,400	\$450 to \$720	13%
Median income	\$38,401 to \$57,600	\$720 to \$1,080	29%
High income	\$57,601 +	\$1,080 +	32%

Source: UBC Housing Assessment Resource Tools (HART)

- In 2021, about 32% of households earned a “high income,” and could afford monthly mortgage payments or rent at a minimum of \$1,080.
- About 26% of households earn a “very low income” or “low income,” totalling about 40 households. These households can afford at most a monthly mortgage or rent of \$450. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

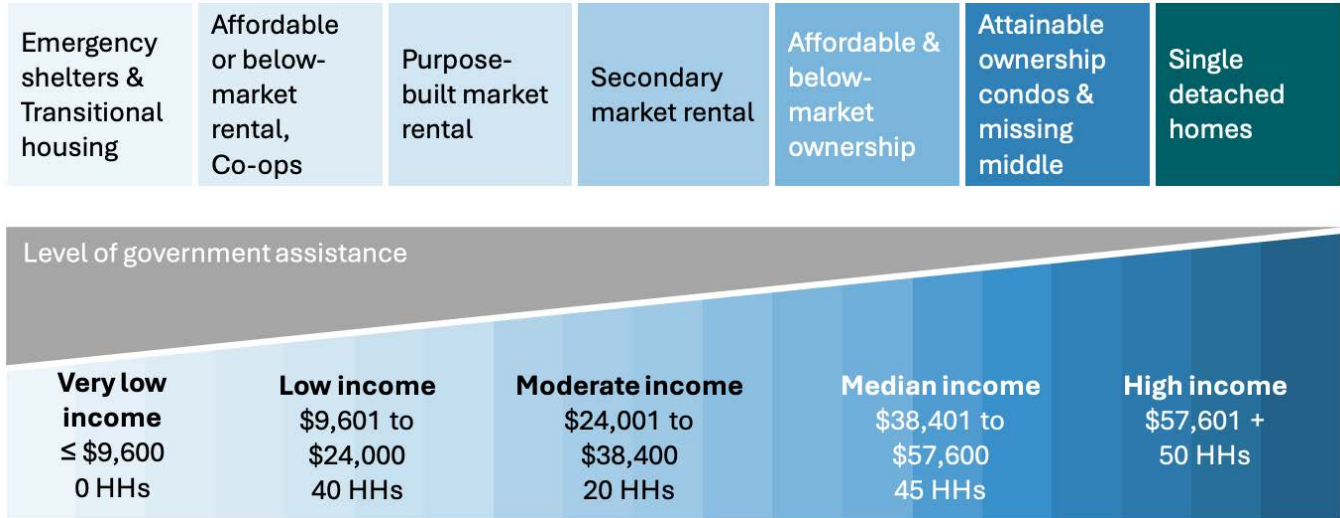
2.3.3 Income vs. Housing Continuum

Figure 2-5 illustrates a varied version of the housing continuum, originally created by the Canadian Mortgage and Housing Corporation (CMHC) and demonstrates how income categories and households within each category may align along this continuum.

It is difficult to determine the exact number of households that should occupy each type of housing given the specific circumstances of individual households are not known. However, this figure provides an estimate of the number of units needed to potentially accommodate the maximum number of households’ needs.

Around 40 local households earn at most a low income (earning less than or equal to \$24,000), often single individuals, are at higher risk of needing emergency housing services due to sudden personal, physical, or financial changes.

Figure 2-5: Rough distribution of households (hh) on the housing continuum



3. Housing Profile

The 2021 Census recorded 212 total dwellings in Slocan, of which 160 were occupied by usual residents. A usual resident is an owner or renter that lives in their dwelling more than half of the year, which qualifies the dwelling as their primary place of residence. Conversely, a non-usual resident occupied dwelling could include a recreational property, short-term rental, or unoccupied dwelling.

Given these numbers, it is estimated that 25% of local dwellings may have been used for purposes other than permanent occupation. In 2016, this number was about 26%, indicating a marginal change and suggesting that the notable growth reported over the five years was less an outlier caused by the pandemic, but rather the pandemic accelerating existing in-migration trends for Slocan (i.e., moving to the community for retirement).

Table 3-1 summarises the totals and distribution by structure type for Slocan.

Table 3-1: Dwellings occupied by usual residents by structural type and tenure, 2021

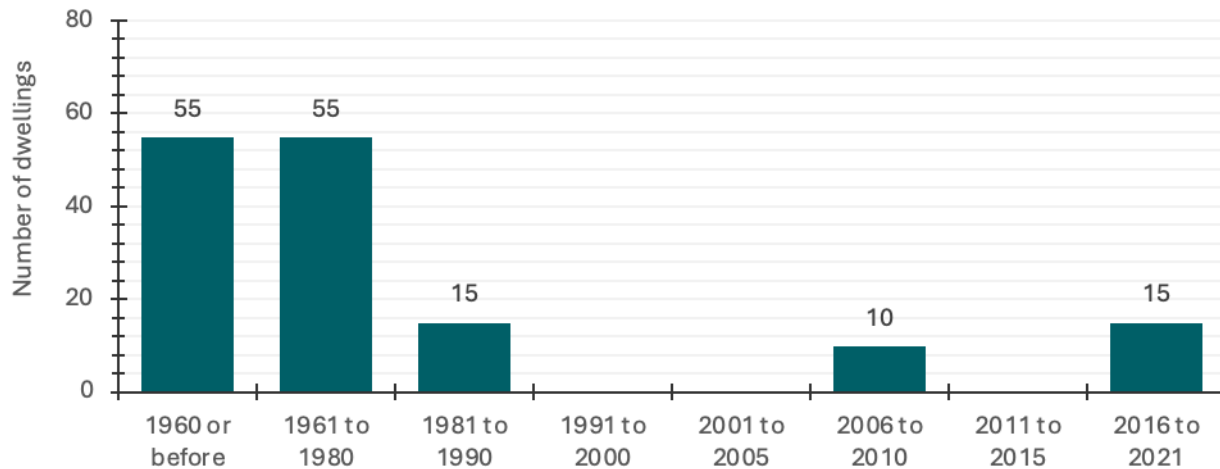
	Total	Single	Row	Semi	Duplex	Apt (<5 floors)	Apt (5+ floors)	Mobile
Total	160	130	15	0	0	0	0	0
Share	100%	81%	9%	0%	0%	0%	0%	0%
Owner	72%	81%	0%	-	-	-	-	-
Renter	28%	19%	100%	-	-	-	-	-

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Single-detached homes account for over 80% of the housing supply (130 units) followed by row houses at 9% (15 units). The percentages do not sum to 100% due to suppression among other categories. Some other housing typologies may exist but are not provided by Statistics Canada to protect confidentiality.

Figure 3-1 shows the distribution of the current dwelling stock by its age of construction. For the years that display no construction activity, this may not mean that no construction occurred, but instead that the volume of construction was small enough to either be suppressed by Statistics Canada for confidentiality or was rounded to 0. In either case, the lack of a reported value suggests slow construction activity.

Figure 3-1: Dwellings (owner and renter combined) occupied by usual residents by age of construction, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

Note: This chart shows all dwellings (owner and renter combined). When separated out by tenure, much of the data is suppressed.

- About two-thirds of local dwellings were built before the 1980s. Fewer units have been built on a per decade basis since, though there was an addition of approximately 15 units between the last two Census periods. This growth closely resembles the absolute growth in households during the same time.

3.1 RECENT DWELLING PERMIT ACTIVITY

Recent permit data complements the limited construction growth outlined by the previous figure. In 2021 and 2022, three new single-family dwellings were permitted. In 2023, no new dwelling permits were submitted.

Much of the residential local construction activity is related to additions and renovations to dwellings. Related permit activity is often at the usual volume from a year-to-year basis; however, in 2021 (during COVID-19), permits issued were higher than average.

3.2 PROPERTY OWNERSHIP

The Census identified that approximately 25% of dwellings were reported as not being occupied by a usual resident in 2021. While a useful number to quantify the relationship between permanently and non-permanently occupied dwellings, Statistics Canada does not offer much in terms of who owns these non-permanent dwellings. Despite the lack of detailed data, some initiatives from Statistics Canada – particularly the Canadian Housing Statistics Program – provide some insights into local property ownership.

Key Definitions

Investment property: A property owned by someone that is not identified as a primary place of residence by the owner.

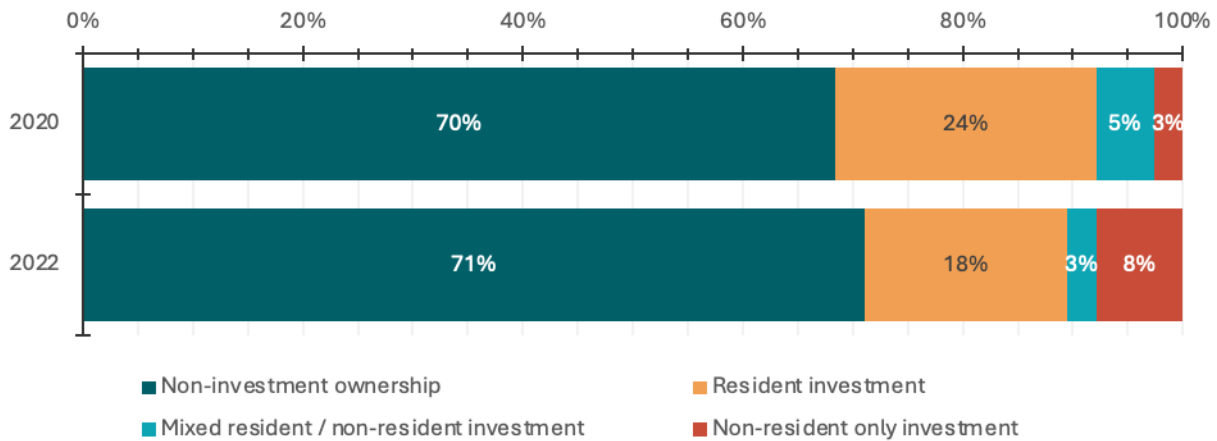
Non-investment property: A property owned and occupied by the owner.

Resident: A person who lives in Canada as their primary country of residence.

Non-resident: A person who does not live in Canada as their primary country of residence.

Figure 3-2 illustrates how the distribution of improved residential property ownership (i.e., a property with a dwelling on it) has changed from 2020 to 2022; specifically, what share of properties are owned locally, by residents of Canada, and by non-residents of Canada.

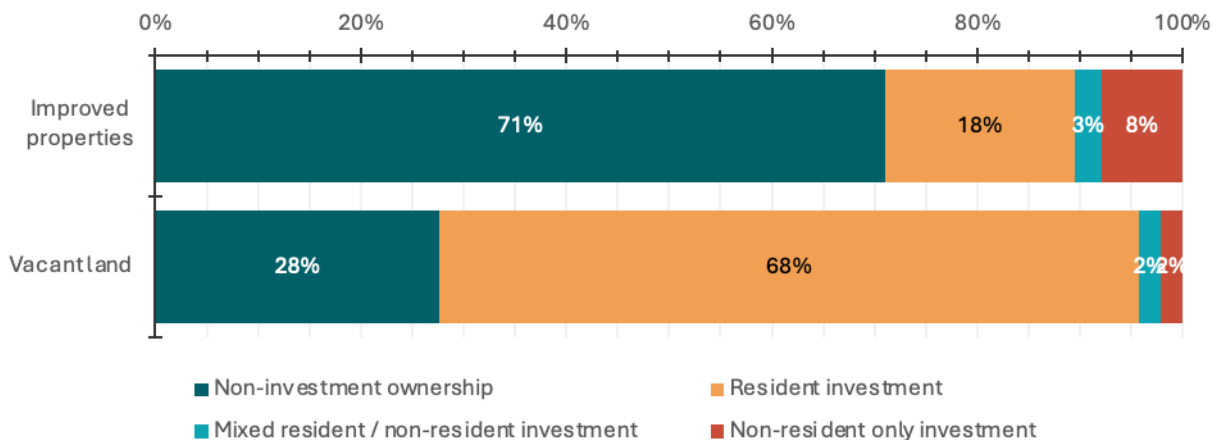
Figure 3-2: Share of local residential improved properties by ownership type



Source: Canadian Housing Statistics Program

Figure 3-3 illustrates how the distribution of ownership differs between an improved residential property and vacant land intended to be residential in 2022 (the most recent year collected).

Figure 3-3: Share of local residential improved properties versus vacant residential properties by ownership type, 2022



Source: Canadian Housing Statistics Program

- About 32% of properties with a dwelling were classified as “investments” by Statistics Canada in 2020. Included in this percentage are permanently occupied rental properties owned by someone who may or may not have lived locally.
- In the same year, about 8% of dwellings were owned, in full or partially, by someone who does not live in Canada full-time. About 3% were owned entirely by someone outside of Canada.
- By 2022, the share of non-resident participants jumped from 3% to 8%, which demonstrates that either previous owners living in Canada moved abroad or more people outside Canada are choosing to own local property.
- Concurrently, the share of resident investor-owned residential property decreased from 24% to 18%.
- Vacant properties intended for residential uses were majority owned by resident investors, which could include locals or people elsewhere in Canada.

3.3 RENTAL UNIVERSE

The rental universe includes a variety of different types of rental housing, most commonly categorized as either primary market, secondary market, or non-market rental housing.

CMHC’s Rental Market Survey provides detailed data on the primary rental market (i.e., purpose-built rentals with 3+ units). Unfortunately, CMHC only surveys communities with a population of larger than 10,000 people. Because the Village of Slocan does not meet the minimum community size requirements, there is limited available data specific to the Village’s primary rental market.

Figure 3-4 summarizes the distribution of the local rental stock based on housing types identified in the Census, including what may be considered secondary rental market apartments (i.e. rental units that are not in a purpose-built rental building.) Non-market rental units are not delineated in the Census but are covered more fully in section 3.5 of this report.

Key Definitions

Primary Market Rental: Purpose-built rental buildings with at least three rental units. These units are privately initiated, usually with the intention of being offered for rent at market rates.

Secondary Market Rental: All privately rented homes not categorized as primary market rentals. Can include: Rented detached homes, duplexes, semi-detached homes or row homes, rented freehold row/town homes, rented accessory apartments or suites, and rented condominiums.

Figure 3-4: Estimated overall rental universe by dwelling type, 2021



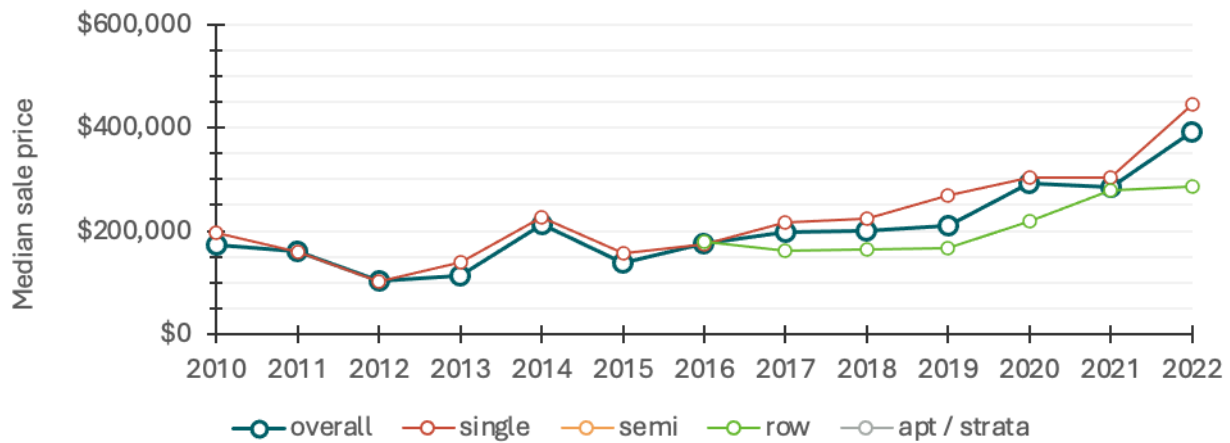
Source: BC Government purchased Custom Statistics Canada Census Tabulations

3.4 MARKET HOUSING ACTIVITY

3.4.1 Home price trends

Figure 3-5 illustrates historical median home prices by dwelling type. The data is sourced from BC Assessment’s historical revised rolls, which include sales information up to and including 2022. The dwelling types provided by BC Assessment have been reclassified to align with the categories used by Statistics Canada in their Census questionnaire.

Figure 3-5: Annual median sale price by dwelling type



Source: derived from BC Assessment

Table 3-2 offers the same data but presents the percentage change in median home prices by dwelling type over specific time intervals.

Table 3-2: Sale price and percentage change by dwelling type and select years

	Sale price				Percent change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Overall	\$172,700	\$175,600	\$210,100	\$391,600	+2%	+20%	+86%
Single-detached	\$196,600	\$175,000	\$269,300	\$445,000	-11%	+54%	+65%
Rowhouse	-	\$179,000	\$165,800	\$284,800	-	-7%	+72%

Source: derived from BC Assessment

- From 2010 to 2016, home prices remained relatively stable, with some fluctuation (largely related to a smaller sample size).
- Price escalations became more significant after 2016, rising 20% between 2016 and 2019. Escalations ramped up even further post-2019, rising another 86% from 2019 to 2022.
- By 2022, the median home sale price had reached \$391,600.
- The notable recent increase in price may be related to new dwellings being added to the community over the last half decade or so. New builds are generally more expensive than older housing stock.

3.4.2 Homeownership attainability

Figure 3-6 compares the median home price in Slocan to the estimated price different household types earning the median income could afford. An “affordable price” is set using a variety of mortgage assumptions and the median annual income of each household family type. The purpose is to highlight the impact of changing local incomes and prices on affordability.

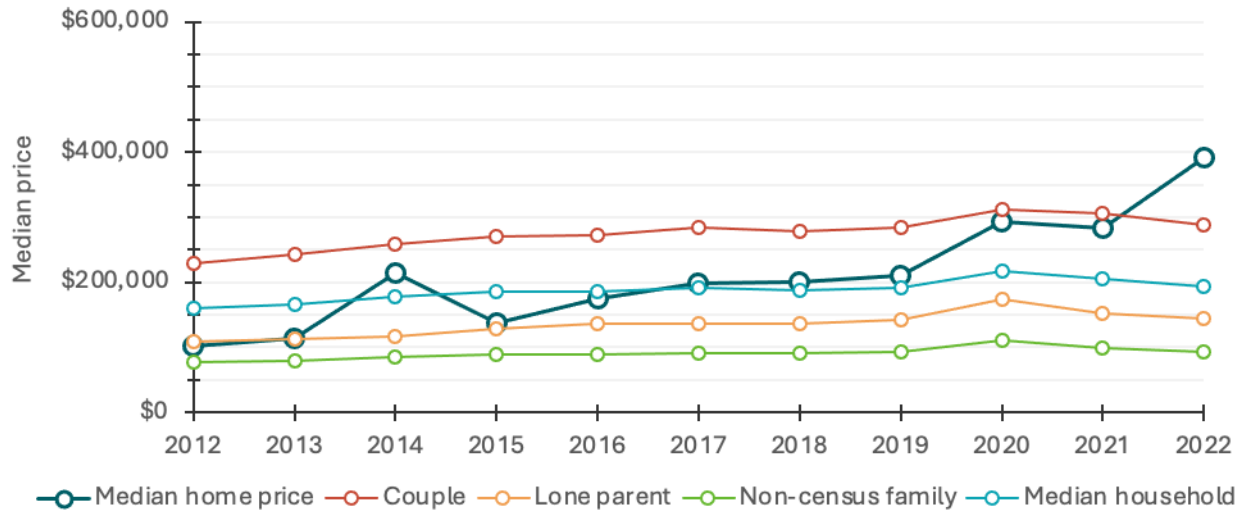
Assumptions

- Amortization period = 25 years
- Payment frequency = monthly
- Interest rate = prevailing (at given year) average weekly rate for 5-year fixed mortgage
- Down payment = 10%
- CMHC insurance = 3.10%
- Income used for shelter expenses = 30%
- Ancillary shelter costs = 25%
- Direct shelter costs (for a mortgage payment or rent) = 1 – ancillary = 75%

Calculations

- Collect 2021 median before-tax household incomes by household type, income bracket ranges, and income category ranges, as well as total households by characteristic.
- Estimate an affordable monthly payment using affordability assumptions above (i.e., $\text{income} \times 30\% \times [1 - 25\%] = \text{monthly payment}$).
- Convert the affordable monthly payment to an affordable purchase price, based on mortgage and down payment assumptions.
- Collect the 2022 median purchase prices by dwelling type.
- Compare median purchase prices to household budgets. If budget is below, a household’s income cannot afford the purchase price.

Figure 3-6: Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, custom Statistics Canada dataset3 and mortgage assumptions

- From 2012 to 2016, more than half of households (based on overall RDCK income data) were able to afford the median house price. Couple households were the most capable of accessing housing given the increased likelihood of having a dual income.
- Since 2019, the median price of a home has become increasingly out of reach for all median household types. In 2022, the median home price surpassed what the median couple income could afford for the first time.
- Notably, the gap between the median house price and the affordable threshold for the median household was approximately \$10,800 in 2016. The gap widened to \$193,400 in 2022.
- Homeownership attainability data highlights the notable disparity between growth in prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Important note: The gap between the affordable purchase price and actual price reflects the median. There are individuals or households who face significantly greater or significantly less financial challenges related to their shelter. As of 2021, 27% of owner households in Slokan reported not reasonably affording where they live (see Section 4.1 for more details).

3 Statistics Canada. Table 11-10-0012-01 Distribution of total income by census family type and age of older partner, parent or individual. DOI: <https://doi.org/10.25318/1110001201-eng>

3.5 NON-MARKET HOUSING INVENTORY

Non-market housing encompasses all forms of housing not subject to market forces. This includes public or social housing, affordable housing offered by non-profit organizations, and transitional and emergency shelters, among others.

Table 3-3 provides an overview of the current housing and program offerings within the Village, as reported by BC Housing in March 2024.

Table 3-3: Summary of local non-market housing and programs, March 2024

Emergency Shelter and Housing for the Homeless	
Homeless housed	0
Homeless rent supplements	0
Homeless shelters	0
Total	0

Transitional Supported and Assisted Living	
Supportive seniors housing	0
Special needs	0
Women & children fleeing violence	0
Total	0

Independent Social Housing	
Low income families	0
Low income seniors	12
Total	12

Rent Assistance in Private Market	
Rent assistance for families	0
Rent assistance for seniors	13
Canada Housing Benefit recipient	0
Total	13

Source: BC Housing

- The Village of Slocan provides non-market housing units, programs, and services in the RDCK.
- There are 12 independent social housing units for low-income seniors and 13 recipients (all seniors) of rent assistance.
- In total, Slocan serves 25 of the 1,323 RDCK residents / households who are receiving housing assistance.

4. Housing Need

4.1 HOUSING CRITERIA

CMHC’s Core Housing Need (CHN) metric measures three critical housing criteria and whether reasonable alternatives exist in the market. A household is in core housing need if its housing does not meet one or more of the following standards:

Adequate

Housing is considered adequate when it isn’t in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.

Suitable

Housing is considered suitable when there are enough bedrooms for the size and make-up of resident households. This is according to National Occupancy Standard (NOS) requirements.

Affordable

An affordable home costs less than 30% of the occupying household’s before-tax household income.

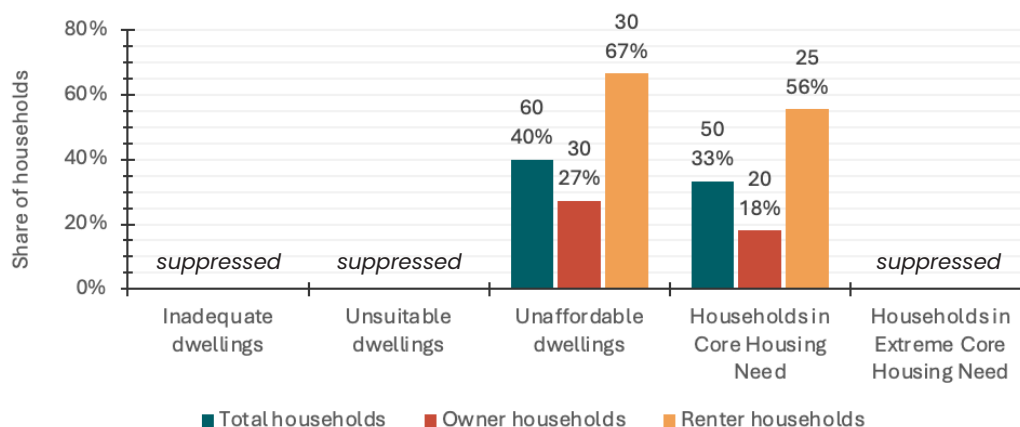
Acceptable housing is adequate in condition, suitable in size, and affordable. An added metric is “Extreme Core Housing Need (ECHN),” which refers to a household paying more than 50% of their income on shelter costs.

Historically, unaffordability has contributed the most to rates of CHN. However, a household in an unaffordable home does not necessarily mean they are experiencing CHN. **CHN also considers whether affordable alternatives exist.** In other words, CHN accounts for and does not include households living in an unaffordable home by choice (e.g., buying a home that is expensive now, but may be affordable later as the household income grows.)

4.2 HOUSING NEED BY TENURE

Figure 4-1 shows rates of inadequacy, unsuitability, unaffordability, CHN, and ECHN for all households as well as households by tenure. Note that blanks exist where the data showed zeros, which are assumed to be cases of suppression resulting from Statistics Canada’s rounding practices to protect confidentiality.

Figure 4-1: Share of households experiencing a specific housing indicator by tenure, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- While data for inadequate and unsuitable dwellings as well as rates of Extreme Core Housing Need are unavailable or suppressed, it is likely that households are experiencing these challenges. Despite the lack of information due to data suppression, these housing conditions should not be ignored.
- Unaffordability is the housing indicator that is often most prevalent among households. In Slocan, 40% of households lived in unaffordable circumstances, a large percentage relative to other neighboring communities in the RDCK and across BC.
- Renter households are most severely affected by unaffordability (67%) and Core Housing Need (56%). This is largely related to a higher number of single income earners living in rental households.

4.3 ENERGY POVERTY

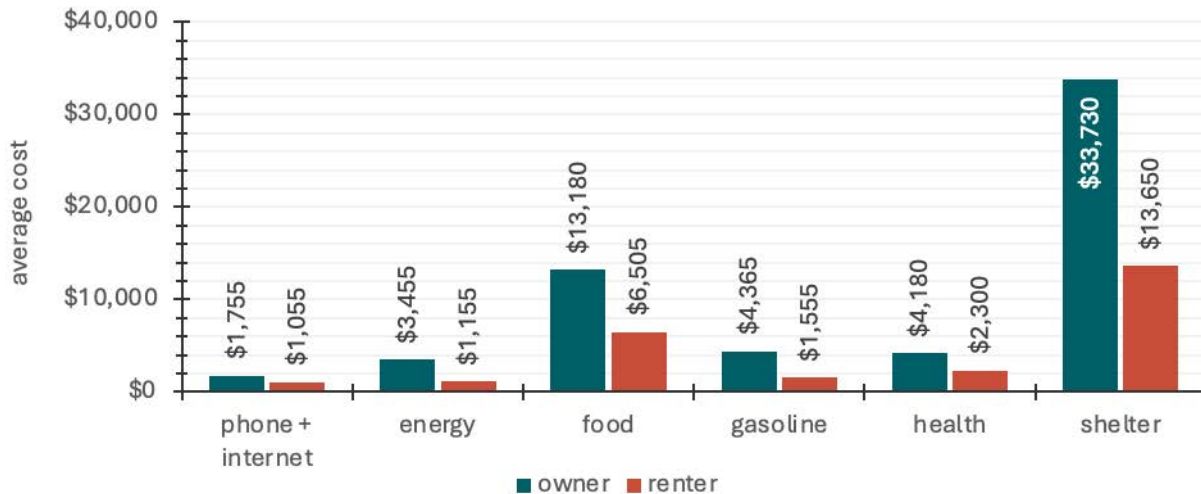
There are several expenses that contribute to the overall cost of housing. While these costs have always been a critical factor in determining a home's affordability, recent years of high inflation have brought household expenses to the forefront – namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households into “energy poverty.”

According to the Canadian Urban Sustainability Practitioners (CUSP), energy poverty refers to the experience of households or communities that struggle to heat and cool their homes and power their lights and appliances. Canadian academics have developed three key thresholds to define a disproportionate energy cost burden relative to a household's average after-tax income. A home is considered in energy poverty if it meets any of the following criteria:

1. Spending more than 6% of after-tax income on utilities,
2. spending more than 4% of after-tax income on fuel used for transportation, and
3. spending more than 10% of after-tax income for the combined of (1) and (2).

Figure 4-2 illustrates selected average annual living cost estimates for owning and renting households in Slocan, inclusive of energy and gasoline costs. These estimates are produced using Statistics Canada's 2019 Household Spending Survey data, adjusted by inflation and estimated locally based on distributions of dwelling structure types.

Figure 4-2: Average living expenses, 2023



Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- Shelter cost estimates are the most expensive item for a household. The typical household pays approximately \$13,650 annually on rent or \$33,700 on a mortgage. Both figures include ancillary costs like insurance, condo fees, and taxes (if applicable).
- Food costs are the second-highest expense. With owner households generally having a higher average number of people, their reported average annual food cost is noticeably higher.
- To avoid being considered in “energy poverty,” a renter household requires an after-tax income of at least \$19,300 to afford the average annual energy bill, while an owner household requires an income of at least \$57,600.
- To consider vehicle gasoline costs affordable, a renter household needs an after-tax income of \$38,900, and an owner household needs \$109,100.
- Based on after-tax household incomes reported by Statistics Canada in 2021 (\$54,000 and \$47,000), the most burdensome energy costs for households are vehicle expenses (particularly for owner-occupied dwellings). This is related to the vast geographies that many residents must regularly travel.

It is important to note that results for energy poverty may be underrepresented, as they cannot quantify whether households are living comfortably or just scraping by. The closer a household is to the energy poverty line, the greater the likelihood that they must make concessions in comfort to reduce energy costs.

5. Anticipated Housing Demand

5.1 DEMAND BY COMPONENT

In June 2024, the Province of British Columbia released a standardized HNR demand calculation methodology. The HNR Method estimates the total number of housing units required to address a community’s current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of six components (labeled A through F in Table 5-1). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

It is important to note that the HNR demand calculation methodology does not consider the unique challenges to development in Slocan, such as servicing limitations/constraints, high construction costs, the availability of trades, and planning staff capacity, among other factors. Coordinated growth management planning with the RDCK, funding from senior levels of government, and creative solutions to densification will all be required to support the Village of Slocan to meet anticipated demand.

Table 5-1 provides a summary of the result for each component of the HNR Method for the Village of Slocan over the next 5 and 20 years, as required by legislation.

Table 5-1: Anticipated housing demand (# of units) by anticipated period and component

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.	1	4
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.	1	2
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment.	0	0
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for municipalities is based on the average of local and regional projections (thus, population / household growth trends discussed above may not follow the same trajectory as dwelling projections) and electoral areas use solely regional projections.	36	89

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates.	0	1
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand factor is based on a ratio of housing price to housing density, and is calculated for each applicable community.	2	8
TOTAL			41	105

Source: HNR demand calculation methodology ([link](#))

HNR Method Considerations

The HNR method prescribed by the BC Government is a standardized demand calculation methodology to ensure that all local governments produce consistent and comparable assessments of their housing need. This methodology works better for some areas than others. For municipalities with a small population base, the methodology is likely to result in an overestimate of demand. No projections are perfect, which is why the provincial legislation requires that municipalities repeat them every five years (as new information and data becomes available) as part of the HNR updates. The purpose of these projections is to serve as a target for municipalities to consider when assessing their zoning capacity to prepare for potential housing demand.

While it is required by legislation to report both the 5- and 20-year demand, the BC government is more interested in the 20-year projection. The short-term projection was a focus of the previous iteration of the HNR legislation which has since been revised to encourage communities to align housing projections with long term planning policies and tools (e.g., official community plans, zoning bylaws).

- The results indicate that Slocan may need to build 41 units by 2026 and 105 units by 2041, with much of the demand coming from future growth.
- Components A, B, C, and E attempt to catalog unmet “current” demand, and thus serve as an estimate of the existing housing shortage (without considering any changes since 2021, which is the reference year).

5.2 DISTRIBUTION OF ANTICIPATED DEMAND

5.2.1 Housing price model and dwelling size

An adaptation of the HNR Method provides a rough idea of current market and non-market housing demand and what Slocan can expect over the 20-year projection period. HNR Method guidelines do not prescribe how to perform this analysis, which could allow for more community level discretion.

Table 5-2 summarizes the results of applying the dwelling size distributions discussed in the **2024 Regional District of Central Kootenay Housing Needs Report** to project demand in the Village of Slocan. The outcome of this analysis is a table outlining anticipated demand, disaggregated by the number of bedrooms and intended market / price model. Note that non-market housing has been further separated into “affordable / below-market” housing (i.e., housing explicitly offered at prices below market, like the 80% of Median Market Rent criteria described by CMHC funding opportunities or rent-geared to income housing) and “deeply affordable” housing (i.e., rents offered at the shelter rate of income assistance, often combined with support services).

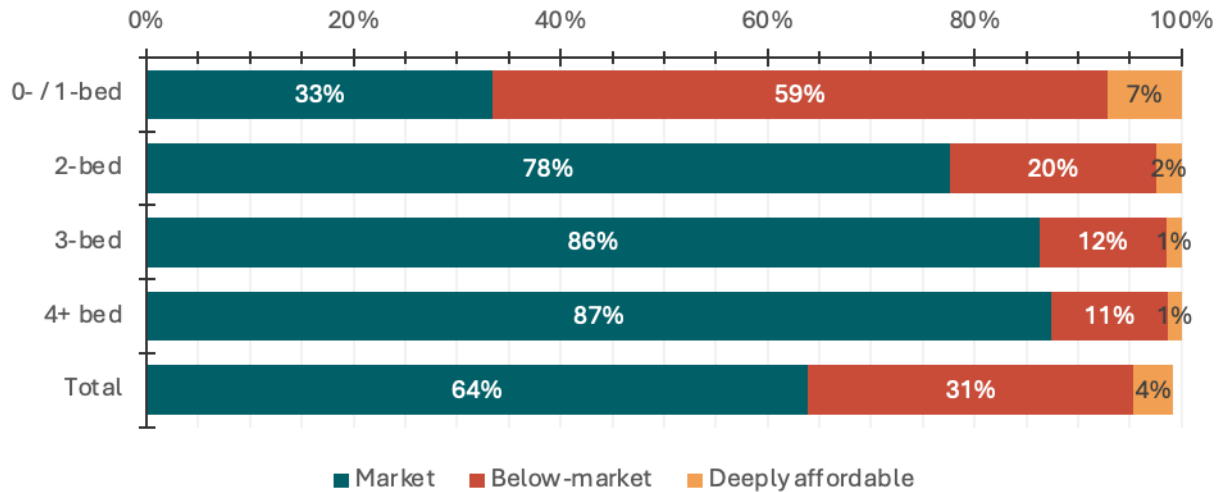
To distinguish what portion of the community might benefit from non-market housing, HART’s income categories and how they overlap across the housing continuum are considered. Briefly, we apply the historical proportions of households earning “very low” and “low” incomes to demand totals. The demand for deeply affordable and below-market units represents these respective income categories.

Table 5-2: Anticipated demand (# of units) disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	5	13	10	23	1	3	16	39
2-bed	8	19	2	5	0	1	10	25
3-bed	7	20	1	3	0	0	9	23
4+ bed	5	15	1	2	0	0	6	17
Total	26	67	13	33	2	4	41	105

Figure 5-1 illustrates the distributions of the above price models by the number of bedrooms to show what dwelling sizes are best targeted by market or non-market interventions.

Figure 5-1: Distribution of price model demand by number of bedrooms, 2041



- The 5- and 20-year demand projections suggest a need for 41 and 105 units, respectively.
- Market housing should remain the primary contributor to the local inventory, though there is a clear need for non-market interventions. By 2041, Slocan may need 33 affordable / below-market offerings and 4 additional deeply affordable units.
- Engagement respondents expressed the importance of ensuring all demographics have access to non-market, affordable housing options in the communities they live in.
- As suggested by the previously calculated shares of units by number of bedrooms, market housing demand will likely focus more so on 2- and 3-bedroom units, whereas non-market solutions may distribute more so to 0- and 1-bedroom dwellings.

5.3.1 Housing price model and tenure

For the most part, the market will ultimately decide whether new dwellings are built for rental or ownership based on prices and preferences. However, adapting data to estimate how demand might be distributed between owner and renters is useful for understanding which price models might be most needed over time.

Table 5-3 showcases the results of this analysis (with greater detail in the regional housing report, highlighting how different forms of housing may be distributed by size).

Table 5-3: Anticipated demand disaggregated by anticipated price model and tenure

Price model:	5-year (by 2026)		20-year (by 2041)	
	Owner	Renter	Owner	Renter
Market housing	18	8	50	17
Affordable / below-market	5	8	14	19
Deeply affordable	0	2	0	4
Total	23	18	64	41

- While it is likely that market housing demand will mainly be for owner-occupied housing, there is a notable forecasted interest in expanding the local market rental inventory.
- Non-market solutions typically take the form of rentals, but data suggests there could be demand for below-market ownership options, which could mean considering alternative forms of ownership such as co-operatives or community land trusts if funding and support programs materialize.

6. Bill 44 Analysis and Recommendations

Bill 44 – Housing Statutes (Residential Development) Amendment Act includes a suite of legislative changes to the local government land use planning framework aimed at providing additional housing in British Columbia communities. As previously noted, all local governments are now required to use a standardized projection method to understand housing needs over the next 5 and 20 years. The new legislation mandates that municipalities update Official Community Plans (OCPs) and zoning bylaws to permit the total anticipated housing demand over at least the next 20 years, as identified by the HNR Method. OCPs must also include policies that address a wide range of housing types (e.g. affordable housing, rental housing, seniors housing, family housing, etc.). Local governments must complete their first review and OCP update based on the interim HNR projections by December 31, 2025.

Bill 44 also includes legislative amendments that require local government bylaws to allow for small-scale, multi-unit housing (SSMUH). SSMUH describes a range of housing units that can provide attainable housing for middle-income families, including secondary suites in single family dwellings, detached accessory dwelling units, triplexes, townhomes, and house-plexes. Local and regional governments were required to update their bylaws by June 30, 2024, to accommodate SSMUH.

To support the Village of Slocan to complete the required OCP and corresponding zoning bylaw updates, the consulting team has identified several best practices and considerations for meeting the requirements of Bill 44. The team reviewed the Slocan OCP and identified areas for policy intervention, outlined in Table 6-1. It is important to note that this review is a starting point for staff and should not be considered a complete review. A full OCP update with specific policy recommendations is outside the scope of a typical HNR.

Table 6-1: Bill 44 best practices and considerations for legislated OCP updates

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Low density language in the OCP (often referred to as “traditional residential or “stable residential) should explicitly support various forms of missing middle and small scale multi-residential. No zones/areas within the Village should exclusively allow single detached dwellings or single-family homes.</p>	<p>The language in Slocan’s OCP aligns with best practices for supporting a variety of housing types within residential neighborhoods. Specifically, the OCP encourages single-detached dwellings, accessory dwellings, and two-, three-, and four-unit residential buildings. The inclusion of these housing typologies aligns with the recommended approach to update the OCP language so it explicitly supports missing middle housing and small-scale multi-unit residential options.</p> <p>For example, Policy 4.2.8 states that “accessory dwelling units of all types, including secondary suites, laneway homes, and garage suites, are encouraged within the Residential Neighbourhood land use area to add to the diversity and choice of housing opportunities, including addressing affordable and rental housing in Slocan.”</p> <p>A variety of housing types are also supported in the Mill Master Plan land use area (see Policy 4.4.5), including mixed use apartments, work-live units, pocket neighborhood cottages, four-unit dwellings, row houses and small apartment residential buildings.</p>	<p>Amend/add policies to mirror Policy 4.4.5 in other residential areas.</p>
<p>Consider allowing purpose built rental apartments in several areas in the Village rather than solely in growth/core/arterials. This could encourage more purpose-built rentals in areas throughout the Village. This type of housing is important for a community as it is often the only form of housing that is accessible to lower-income families, seniors, and young people.</p>	<p>There is some language in the OCP that explicitly supports the development of rental housing in the Village. To illustrate, Policy 4.4.14 states that residential developments within the Mill Master Plan land use area “should address housing affordability, which may be done in a variety of ways such as rental housing, innovative housing options (e.g. co-op housing, work-live), or subsidized housing.”</p> <p>The above policy could also be reflected in the Residential Neighbourhood Land Use and Village Core to explicitly encourage purpose-built rentals in several areas throughout the Village.</p>	<p>Add the noted Mill Master Plan policy line in 4.2 Residential Neighborhood and 4.3 Village Core.</p> <p>Revise Policy 4.2.5 – “residential buildings greater than sixteen (16) units shall not be located in the Residential Neighbourhood land use area” – to allow for purpose built rental apartments up to 6 storeys.</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
<p>Ensure Development Permit Area (DPA) policies and guidelines do not unreasonably prohibit or restrict SSMUH development. According to the provincial policy manual, local governments are discouraged from using DPAs to regulate form and character of SSMUH development in all but exceptional circumstances. It is recommended to amend existing DPAs to remove SSMUH developments from intensive or multi-family residential definitions.</p>	<p>The Village of Slocan does not unreasonably prohibit or restrict SSMUH development. However, stronger language and clear policies regarding the exemption of SSMUH development from form and character regulation could be included to better encourage SSMUH development.</p>	<p>Amend existing DPAs to remove SSMUH developments from intensive or multi-family residential definitions, for buildings up to 6 storeys. This amendment reduces regulatory barriers, allowing for quicker and more flexible development. Revising these policies aligns with the provincial recommendation to support more flexible and diverse housing options, only applying additional regulations in exceptional cases.</p> <p>Adjust language in Policy 6.2.3 to: “A Development Permit is not required for a single detached dwelling, two-unit dwelling or SSMUH development up to 6-storeys in all but exceptional circumstances within the following Development Permit Areas: a) Village Core DPA; b) Mill & Waterfront DPA; and c) Village Gateways DPA”</p> <p>Adjust language in 4.3.13 (Village Core) to: “High-quality and attractive landscaping and building design requirements shall be enforced in the Village Core through the creation of a Village Core Development Permit Area allowable for development excluding SSMUH developments up to 6-stories in all but exceptional circumstances.”</p>
<p>The life-cycle costs of infrastructure and servicing are significantly more cost-efficient when growth occurs in existing neighbourhoods, and within urban containment boundaries, compared to sprawl. Local governments should focus growth in areas that are already serviced.</p>	<p>The OCP policies align with, and take into consideration, this best practice as it notes that new development in the Village should occur within serviced areas that have adjacent or nearby services and infrastructure including water, sewer, and roads. See corresponding policies below.</p> <p>Policy 4.2.9 – “where servicing capacity exists, infill of existing lots is encouraged to provide more efficient use of existing services.”</p> <p>Policy 4.2.19 – “the Village shall prioritize investment in water and sewer infrastructure upgrades where needed to support infill and redevelopment within the Residential Neighborhood.”</p>	<p>No recommendations – existing language in the OCP is aligned with the best practice.</p>

7. Conclusion

The Village of Slocan's housing landscape is evolving, driven by a significant increase in both population and households from 2016 to 2021. This growth trend is expected to continue through the next two decades, leading to a sustained rise in housing demand.

Population expansion has coincided with dramatic price increases. The median home price appreciated 86% between 2019 and 2022. This has exacerbated housing affordability challenges and put further strain on the rental market. Low vacancy rates across the RDCK and limited supply are expected to further challenge current and future residents looking for both rental and ownership housing.

In 2021, approximately 40% of local households in Slocan lived in unaffordable circumstances, a larger percentage relative to other neighboring communities in the RDCK and across BC. Meeting the demand for affordable housing options in the community is crucial. Estimates suggest that about 37 subsidized units could be required over the next 20 years to meet the needs of those most vulnerable. Overall, the Village of Slocan may require an additional 105 housing units by 2041 to mitigate existing and future market imbalances.

The Village of Slocan recognizes that housing affordability is a key topic for residents. In 2022 OCP engagement, residents expressed support for initiatives to increase density and add affordable housing options in their community. Village staff and leadership have shown their commitment to increasing non-market housing units by disposing of municipal land in 2023 for an affordable housing project. The Village should continue to explore options to partner with local housing operators to facilitate non-market construction on Village-owned land.

The data presented here is intended to support and supplement the important work already being undertaken by the Village and its partners. Though it will be challenging, the Village of Slocan, with support from the RDCK, non-profit and private partners, and senior levels of government, is more than capable of addressing the housing needs outlined in this report.

Consulting support from:





Village of Slocan Housing Needs Report Update

REGIONAL DISTRICT OF CENTRAL KOOTENAY
COMMUNITY PROFILES

APPENDIX A: **DEFINITIONS**



Definitions

“bedrooms” refer to rooms in a private dwelling that are designed mainly for sleeping purposes even if they are now used for other purposes, such as guest rooms and television rooms. Also included are rooms used as bedrooms now, even if they were not originally built as bedrooms, such as bedrooms in a finished basement. Bedrooms exclude rooms designed for another use during the day such as dining rooms and living rooms even if they may be used for sleeping purposes at night. By definition, one-room private dwellings such as bachelor or studio apartments have zero bedrooms;

“census” means a census of population undertaken under the Statistics Act (Canada);

“census family” is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex;

“components of demographic growth” refers to any of the classes of events generating population movement variations. Births, deaths, migration, marriages, divorces, and new widowhoods are the components responsible for the variations since they alter either the total population or the age, sex, and marital status distribution of the population:

“emigrant” refers to a Canadian citizen or immigrant who has left Canada to establish a permanent residence in another country.

“immigrant” refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities;

“interprovincial migration” refers to movement from one province or territory to another involving a permanent change in residence. A person who takes up residence in another province or territory is an out-migrant with reference to the province or territory of origin and an in-migrant with reference to the province or territory of destination;

“intraprovincial migration” refers to movement from one region to another within the same province or territory involving a permanent change of residence. A person who takes up residence in another region is an out-migrant with reference to the region of origin and an in-migrant with reference to the region of destination;

“non-permanent residents” refers to persons who are lawfully in Canada on a temporary basis under the authority of a temporary resident permit, along with members of their family living with them. Non-permanent residents include foreign workers, foreign students, the humanitarian population and other temporary residents;

“core housing need” is when housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards;

“adequate housing” means that, according to the residents within the dwelling, no major repairs are required for proper use and enjoyment of said dwelling;

“affordable housing” means that household shelter costs equate to less than 30% of total before-tax household income;

“suitable housing” means that a dwelling has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements;

“dwelling” is defined as a set of living quarters. Two types of dwelling are identified in the Census, collective dwellings and private dwellings. The former pertains to dwellings which are institutional, communal or commercial in nature. The latter, Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons;

“private dwelling occupied by usual residents” refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

“private dwelling not occupied by usual residents” refers to a private dwelling which is not considered the primary place of residence of a household over a calendar year.

“dwelling type” means the structural characteristics or dwelling configuration of a housing unit, such as, but not limited to, the housing unit being a single-detached house, a semi-detached house, a row house, an apartment in a duplex or in a building that has a certain number of storeys, or a mobile home;

“single-detached house” means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house;

“semi-detached house” means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides;

“row house” means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses;

“duplex” (also known as apartment or flat in a duplex) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings;

“apartment in a building that has five or more storeys” means a dwelling unit in a high-rise apartment building which has five or more storeys;

“apartment in a building that has fewer than five storeys” means a dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys;

“mobile home” means a single dwelling, designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation pad and may be covered by a skirt;

“extreme core housing need” has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

“household” refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad;

“owner household” refers to a private household where some member of the household owns the dwelling, even if it is still being paid for;

“renter household” refers to private households where no member of the household owns their dwelling. The dwelling is considered to be rented even if no cash rent is paid;

“household maintainer” refers to whether or not a person residing in the household is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. In the case of a household where two or more people are listed as household maintainers, the first person listed is chosen as the primary household maintainer;

“household size” refers to the number of persons in a private household;

“household type” refers to the differentiation of households on the basis of whether they are census family households or non-census-family households. Census family households are those that contain at least one census family;

“migrant” refers to a person who has moved from their place of residence, of which the origin is different than the destination community they reported in. Conversely, a non-migrant is a person who has moved within the same community;

“mobility status, one year” refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier;

“primary rental market” means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

“Rental Market Survey” refers the collection of data samples from all urban areas with populations greater than 10,000 and targets only private apartments with at least three rental units. Among the information provided are median rental prices for units within the primary rental market;

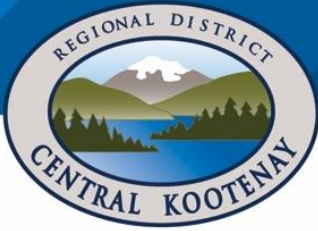
“secondary rental market” means a market for rental housing units that were not purpose-built as rental housing;

“shelter cost” refers to the average or median monthly total of all shelter expenses paid by households that own or rent their dwelling. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services;

“subsidized housing” refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances;

“tenure” refers to whether the household owns or rents their private dwelling. The private dwelling may be situated on rented or leased land or be part of a condominium. A household is considered to own their dwelling if some member of the household owns the dwelling even if it is not fully paid for, for example if there is a mortgage or some other claim on it. A household is considered to rent their dwelling if no member of the household owns the dwelling;

“vacancy” means a unit that, at the time of the CMHC Rental Market Survey, it is physically unoccupied and available for immediate rental.



Board Report

Date of Report: November 29, 2024
Date & Type of Meeting: December 12, 2024 Open Board Meeting
Author: Ashley Grant, Grants Coordinator
Subject: 2025 ReDi Grant Program
File: 05-1856
Electoral Area/Municipality: Entire RDCK

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is provide information on the delivery of the 2025 ReDi program and identify specific actions to prepare for its successful delivery.

SECTION 2: BACKGROUND/ANALYSIS

The RDCK administers the Resident Directed (ReDi) grant program under contract to the Columbia Basin Trust (CBT). The ReDi program supports local projects that provide additional value to Columbia Basin communities and benefit the broad community and public good. In 2024, more than \$1.5 million in project funding was awarded to 311 community groups throughout the RDCK. Staff have prepared the 2025 program documents in coordination with CBT. Final versions of the 2025 ReDi Application Guide and Worksheet are provided as Attachment A and Attachment B to this report, respectively. A draft schedule of the 2025 program is provided in Attachment C.

Community involvement in grant awards is a requirement of the RDCK's contribution agreement with the Trust. Throughout the RDCK, 22 distinct processes occur in April of each year. Over time, each community has developed unique methods for public engagement. These processes, as conducted in 2024, are summarized in Attachment D. Directors should note that staff typically have no involvement in these community processes beyond booking meeting venues and collating grant applications for each area.

The existing funding agreement with CBT for the ReDi program covered the 2023 and 2024 program years expires on March_31, 2025. CBT has provided the RDCK with a draft funding agreement for the program for 2025, with a final agreement expected for Board approval at the January meeting. For the 2025 ReDi program CBT has introduced new requirements into the funding agreement (excerpted below) which will impact RDCK delivery of the program in 2025.

4. Community Involvement Process:

4.1 Community Meetings:

This sets out the minimum Community Involvement Process (CIP) that the Recipient must follow.

- *4.1.1 The Recipient will host at least one public in-person meeting to solicit community input, which must incorporate opportunities for public comments, questions, or feedback on projects.*

- 4.1.2 Online engagement can supplement the in-person public community input meeting but not replace it.
- 4.1.3 The Recipient will contact all eligible applicants directly and provide them with the date, time, location, opportunity for community input, and format of all public in-person meetings for ReDi administrative areas where their applications are under consideration at least 10 business days prior to the meeting.
- 4.1.4 All communities must be made aware of ReDi Grant application deadlines and processes through public advertising in newspapers, community newsletters/bulletins, online engagement and/or community meetings.
- 4.1.5 Staff of the Trust may attend all public and in-camera adjudication meetings, either personally or virtually and the Recipient will provide notice to the Trust of all such meetings a minimum of ten business days in advance.

4.2 Local Selection Committees (LSC):

- 4.2.1 The Recipient shall establish LSC for each ReDi administrative area, which will make recommendations to the relevant Regional District Board or Municipal Council.
- 4.2.2 LSC will:
 - consist of at least three residents of the ReDi administrative area (members);
 - establish a fair and transparent LSC membership application process when non-elected officials are included; and
 - ensure members declare real or perceived conflicts of interest and ensure those members are removed from associated funding decisions.
- 4.2.3 Community input must be incorporated into LSC funding recommendations.
- 4.2.4 The community will be made aware of which projects were approved after final approval by the Regional District Board or Municipal Council.

The new requirements for Local Selection Committees are impactful to the RDCK and will require changes to how the RDCK has historically delivered that component of the program. Specifically, the CBT is wanting to improve transparency for all delivery partners regarding the process of the selection of Committee members and to ensure community input is considered by the Committees within project selection.

The current policy for CBT grant processes has not been updated since 2009 and will require review and updating. The following elements are proposed to be included in the policy:

- Basic criteria for selection of Local Selection Committee members
- Confirming that Directors review applications for the Local Selection Committees in accordance with the criteria and recommend Committee appointments to the Board
- Define minimum and maximum number of Local Selection Committee members
- Requirements that members declare conflicts of interest in accordance with the CBT funding agreement
- A requirement for Local Selection Committees to report on how the community input was considered in their funding recommendations

With 21 different local selection committees the administrative effort required to achieve compliance with CBT's new requirements is significant, but achievable. Staff propose the following milestones and timeline :

- Board considers updated Draft ReDi policy – Jan 16th.
- Board adopts ReDi policy – Feb 20th

- Committee application form opens on website January 2nd (required information – name, contact information, area they reside in, area they are applying for, and a short summary of why they are applying)
- Committee application closes on February 3rd
- Director review and recommendation of Committee members due February 10th
- Board appoints Committee members at February Board meeting – February 20th
- Committee meeting are held April 1st to April 28th
- Selection Committees are to be completed and formed no later than March 14th.
- Public engagement meetings to be held and completed by April 28th with recommendations, submitted to the Grants Coordinator no later than May 1st
- Board reviews applications brought forward by Selection Committee and awards funds May 15th

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No **Financial Plan Amendment:** Yes No
Debt Bylaw Required: Yes No **Public/Gov't Approvals Required:** Yes No

None at this time. Grant allocations are fully funded by the Columbia basin trust and included in the annual financial plan. The RDCK receives a portion of the funding to assist with the administration of the program.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

RDCK Policy 300-09-07 (Attachment E) governs the delivery of the CBT programs

3.3 Environmental Considerations

The ReDi program supports many projects with positive environmental benefits for communities across the RDCK.

3.4 Social Considerations:

Through the benefits delivered to local organizations the ReDi grant program directly enhances the social fabric of RDCK communities.

3.5 Economic Considerations:

The ReDi program provides important financial support to hundreds of organizations delivering community projects throughout the region, providing opportunities for increased prosperity and economic development of the region.

3.6 Communication Considerations:

Communications activities for the ReDi program are coordinated between RDCK and CBT communication staff.

3.7 Staffing/Departmental Workplan Considerations:

RDCK staff costs related to program delivery are recouped through the administrative fee charged as a percentage of CBT's disbursement to the RDCK for the ReDi program. Directors should note that service delivery may be impacted as the staffing continues to be in flux.

3.8 Board Strategic Plan/Priorities Considerations:

This program aligns with the 'Strengthen our Relationship with our Community Partners' strategic objective.

SECTION 4: OPTIONS & PROS / CONS

N/A

SECTION 5: RECOMMENDATIONS

That the Board direct staff to prepare an update to RDCK Policy 300-09-07 – Columbia Basin Trust Process and bring forward a draft for consideration at the January 2025 Board meeting.

Respectfully submitted,
Ashley Grant, Grants Coordinator

CONCURRENCE

Manager of Corporate Administration – Mike Morrison	Approved
Chief Administrative Officer – Stuart Horn	Approved

ATTACHMENTS:

Attachment A – 2025 ReDi Application Guide - Final

Attachment B – 2025 ReDi Application Worksheet – Final

Attachment C – 2025 ReDi RDCK ReDi Schedule DRAFT

Attachment D – Summary of Community Involvement Processes by Area for 2024 ReDi program

Attachment E – RDCK Policy 300-09-07 – Columbia Basin Trust Process

Appendix A – Public Process Template



2025 RDCK APPLICATION GUIDE

This guide identifies what types of projects are eligible and gives you important information on how to complete the application form.

HOW DO I GET HELP?

Contact the RDCK Grants Coordinator at 250 352-8170 or grants@rdck.bc.ca

WHAT IS THIS PROGRAM ABOUT?

ReDi Grants (Resident Directed Grants) are flexible and incorporate community-based funding decisions. They support local projects that provide additional value to Columbia Basin communities and that benefit the broad community and public good.

Each year, Columbia Basin Trust distributes program funds to its local government partners: the regional districts of East Kootenay, Central Kootenay and Kootenay Boundary; the City of Revelstoke; the Town of Golden; the Village of Valemount; and First Nations partners ʔaqam, ʔakisq̓nuk First Nation, yaqan nukiy, Yaq̓it ʔa-knuq̓iit and Shuswap Band.

WHO CAN APPLY?

Eligible Applicants: You may apply if you are a registered non-profit society, First Nation, registered school or local government. Projects must meet community and public needs.

If your group does not fit any of the above categories, or if your group is a private sector organization, you may only request support up to a maximum of \$4,999 and you must clearly demonstrate how your project will benefit the broad community. Unregistered groups may request support of \$5,000 or more **only** if they are sponsored by an eligible applicant.

Eligible applicants sponsoring an unregistered group must submit the application on behalf of the unregistered group. If the project is successful in receiving funds, the eligible organization will receive the funds and complete the final report. Eligible applicants applying on behalf of unregistered groups assume all responsibility for the project outlined in the application.

If you have an **overdue or incomplete project final report** from a previous year, your application will be considered **ineligible** until all overdue reports are submitted.

If you're unsure if your organization is in good standing (or if you need to change your primary contact at any time), contact the RDCK Grants Coordinator as soon as possible.

HOW DO I APPLY AND WHAT'S THE DEADLINE?

Apply online, following the directions in the section Application Information and Instructions. Applications are accepted once per year.

You must apply by **4:30 p.m. on Wednesday, February 19, 2025.**

Late applications will **NOT** be accepted. Only applications submitted through the online application system will be considered. Projects eligible for funding consideration will be posted on the RDCK website in March.

To ensure timely processing, please ensure that all applications are submitted well before the closing date. RDCK staff receive a large volume of applications and early submission will allow for better support and review of your application.

WHAT ARE THE PROJECT CRITERIA?

Projects need to adhere to the spirit of programs provided by the Trust and support efforts by the people in the Basin for meeting community and public need rather than the needs of private interests or select individuals.

ReDi Grants should support projects that provide additional value for the public good and assist communities in achieving their collective priorities. **Projects taking place in local communities in the RDCK will be prioritized.**

We encourage you to seek funding from other sources; don't rely solely on Trust funding.

Projects within the City of Nelson

The City of Nelson has specific criteria regarding Nelson's Sustainability Goals and Community Priorities. Visit the website [here](#) or contact Sonya Martineau, Legislative Coordinator at the City of Nelson: smartineau@nelson.ca or 250.352.8234 for more information.

Project period

The 2025/2026 project period is May 2025, to June 27, 2026. You must complete your project within this period, and you must not incur expenses before the start date (May 2025). **Expenses incurred prior to this date are NOT eligible.**

WHAT TYPES OF PROJECTS OR COSTS AREN'T ELIGIBLE?

The Columbia Basin Trust Act requires that Trust funding not relieve any level of government of its normal obligations. Program funds must not be used to fund core services normally funded through the government tax base such as publicly funded education or infrastructure such as roads, sewers, water systems and fire protection.

Applications for multi-year funding will not be accepted.

Operational costs—which ensure the continuity of your organization's operations, or costs that would be incurred even if the project didn't proceed—are **not** eligible for funding. These include **but are not limited to:**

- administrative fees;
- wages and other employment-related costs for permanent employees;
- rent and utilities;
- insurance;
- professional fees; and
- recurring contractual obligations.



Exception: Operational costs may be eligible if those costs are related to **start-up** costs for a new program or pilot project. You **must** provide a clear plan for ongoing support of the operations after ReDi funding has been spent.

HOW MUCH CAN I APPLY FOR?

If you are an eligible applicant including a First Nation, registered school, local government or non-profit society registered under the BC Societies Act and in good standing, you may request any amount of funding. However, keep in mind that there is a limited amount of total funding available. Please visit our website to view a list of projects funded in previous years.

If your organization is not a registered non-profit society or other eligible applicant, you may only request funding up to \$4,999 unless your application is sponsored by an eligible applicant. Visit OrgBook BC to see if your organization is registered and in good standing.

Each rural electoral area and municipality in the RDCK receives a share of ReDi funding to be awarded.

ReDi Area	Anticipated minimum funding*
Electoral Area A – Wynndel/ East Shore-Kootenay Lake	\$34,364
Electoral Area B	\$73,697
Electoral Area C	\$34,364
Electoral Area D/ Lardeau Valley	\$84,726
Electoral Area D/Village of Kaslo	\$58,282
Electoral Area E	\$58,280
Electoral Area F	\$59,499
Electoral Area G/Village of Salmo	\$68,728
Electoral Area H – The Slocan Valley	\$67,737
Electoral Area I	\$37,876
Electoral Area J – Lower Arrow/Columbia	\$128,515
Electoral Area K – Arrow Park	\$9,825
Electoral Area K – Burton	\$19,650
Electoral Area K – Edgewood	\$33,686
Electoral Area K – Fauquier	\$19,650
Electoral Area K/ Village of Nakusp, Bayview, Rural Nakusp	\$184,126
Village of New Denver	\$34,364

Village of Silverton	\$34,364
Village of Slocan	\$34,364
Town of Creston	\$75,689
City of Castlegar	\$113,846
City of Nelson	\$145,197

**amounts are approximate and subject to change*

WHAT IS THE COMMUNITY INVOLVEMENT PROCESS?

Public engagement is an integral part of this program. ReDi Grants are intended to be flexible and incorporate community-based funding decisions. Community participation is strongly encouraged.

In March 2025, projects eligible for funding consideration will be posted on the RDCK website.

Community involvement processes will take place in April 2025, and vary for each area and municipality based on the needs of the community. Dates, times, locations, meeting details for each community will be advertised in local newspapers and on the RDCK website.

We recommend applicants make note of the community engagement process for all areas applied to for ReDi Grants funding, learn about the format and process, and attend any planned meetings if possible.

WHEN WILL A DECISION BE MADE?

Final funding decisions are recommended to the RDCK Board by each local selection committee.

The RDCK Board of Directors will make the final project funding decision at the May 2025 Board meeting. The results will be posted on the RDCK website at rdck.ca/ReDi, and the RDCK Grants Coordinator will email all applicants.

HOW DO I LODGE A COMPLAINT?

If you wish to lodge a complaint about the administration of the program or the public consultation meeting, submit a written complaint to the RDCK Corporate Officer no later than five working days after the public consultation meeting. This must contain:

- your name and contact information
- a detailed description of the issue.

WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL?

Recipients awarded \$5,000 or more **must** sign a funding agreement. Failure to meet the terms and conditions of this agreement may jeopardize your current and future funding through this program.



Grant awards are disbursed in June and July 2025. The funds are typically mailed by cheque or transferred electronically via direct deposit. If a registered organization applied on your behalf, or is acting as your sponsor, the funds will be paid directly to that organization.

For recipients awarded \$5,000 or more, a 10 per cent holdback will be applied and released after a final report is submitted.

WHAT ARE THE REPORTING REQUIREMENTS?

You must spend funds and prepare project reports according to your project budget and the terms of the funding agreement if applicable as well as what was indicated in the approved project. This includes spending all funds by the project period deadline of **June 27, 2026**. Projects can be audited at any time so ensure you keep accurate records.

Final reports must be submitted by **Thursday, December 31, 2026**; we will *not* send you a reminder of this.

- Include a description of successes, challenges and outcomes of the project.
- Submit it at rdck.ca/ReDi.

If you have not spent all of the ReDi funding that you received, you must return all unused funds before the final report can be approved.

Organizations with overdue reports will not be eligible to receive funding in 2025.

You must contact the RDCK Grants Coordinator by October 31, 2025 if your project will:

- deviate from its original intent;
- incur expenses that differ from the proposed budget;
- be incomplete by June 27, 2026; or
- require an extension for your final report.

APPLICATION INFORMATION AND INSTRUCTIONS

Refer to the Pre-Application Worksheet for explanations, instructions and examples that will help you complete the online application form. Print it off to prepare your application offline if you wish.

Contact the RDCK Grants Coordinator if you have questions or require more assistance.

- 250.352.8170
- grants@rdck.bc.ca

USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to its various programs. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in, you can only work on one draft application per program. You must submit an application before you can begin another application within that same program. You can edit submitted applications up until the deadline. (If you want to work on different



applications to this program at once, use different worksheets until you are prepared to complete the online application.)

- You can view drafts and submissions after logging in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSER'S BACK BUTTON:** Your application will not auto-save and you will lose your work. However, the application will auto-save when you click the **Next Page** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited: see the instructions for each particular section.
 - You have the option to use a worksheet to prepare your application entries or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.
 - **Drafts saved in the online portal are not a completed application, and your draft will not be submitted automatically. We will not consider any applications left in draft form at the application deadline.**
-

PRE-APPLICATION WORKSHEET

This worksheet is an optional tool for preparing your application entries and/or collaborating with others involved in your project. This worksheet will not be accepted as your application to the Program. You must apply using the online application form.

All the questions you will be asked to complete on the online application form are below. Keep your entries precise and clear. It is important to note that space in some sections is limited and the maximum word allotment is identified in the sections.

APPLICANT INFORMATION

Registered Applicant/Organization Information

(See [Application Guide](#) for details on who is eligible to apply)

Organization Legal Name

Registration Number

Registered non-profits must be in good standing with BC Registry Services. Enter your number here.

Mailing Address

City Province Postal Code

Signing Authority at the Registered Applicant/Organization

Signing Authority Name

Phone Number

Email Address

Primary Contact at the Registered Applicant/Organization – if different from above

Identify the person who will lead the project. If they are not in place at this time, identify someone in your organization who can be contacted about your project at the application stage or if your application is successful.

Primary Contact Name

Phone Number

Email Address

Is the **Registered Applicant/Organization** sponsoring an unregistered organization who will be leading the project? If yes, complete the details below for the **Project Lead/Sponsored Organization**.

If you are sponsoring an ineligible organization, the application must be completed and submitted by the eligible **Registered Applicant/Organization**.

yes no

**the following section will only appear if the applicant indicates yes, above*

Project Lead/Sponsored Organization

Organization Legal Name

Mailing Address

City Province Postal Code

Primary Contact at Project Lead/Sponsored Organization

Identify the person who will lead the project. If they are not in place at this time, identify someone in your organization who can be contacted about your project at multiple stages of the project, including application, awarding of funds and completion.

Primary Contact Name

Phone Number

Email Address

Organization Mandate

Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver, and your operating budget.

Section B - Screening Information

You must answer this to be considered for funding.

All partners involved in the project have been consulted.

True False

If you do not have any other partners, indicate "True".

PROJECT DETAILS

Project Title

Your project title should be descriptive and no longer than five words.

Project Location

You will be asked to select location(s) from a drop-down menu which represents applicable Municipalities and Rural Areas, please choose all that are relevant.

Estimated Start Date

Tell us when the project will take place and when it will be completed. Grant funds can't be used for any project expenses incurred before you have received funding approval, so it is recommended that your start date is no earlier than May 16, 2025.

Estimated End Date

The end date should be when you anticipate all expenses will be paid for and final reports are ready, this should be no later than 2026.

What is the project? What will the project do? How will this be achieved? (220 words)

Describe your project and the shorter-term impacts or effects it aims to achieve. List the services or activities to be developed, delivered or completed.

What issues or opportunities will be addressed? How were they identified? (150 words)

Where will this project take place? (100 words)

Who will be involved in implementing the project? (100 words)

Describe the organizations, staff, consultants, partners or individuals, and the relevant experience and expertise that they bring to the project.

Why is this project important to your community? Who will benefit from the project? (150 words)

“Community” may refer to a community of interest, specific sector, professional community or geographic location. Explain why this project is important to your community and highlight how you identified it as a priority. Describe how your community will support or participate in your project’s development or delivery.

How will the project be evaluated and how will you know if it has been successful? (150 words)

Indicate a clear plan for evaluating and reporting on results related to the shorter-term impacts or effects that your project aims to achieve.

Why is your organization best suited to deliver the project, and does it have the capacity to do so? (150 words)

Describe past successes of your organization that relate to this project. Projects that have received previous funding should summarize results to date, either here or through a supporting document.

Is this project a one-time event or part of an ongoing initiative? If the project is part of an ongoing initiative, how will it be sustained after the grant ends? (150 words)

Outline your plan for continuing the project into the future.

Is this project, or a component of the project, viable if the full funding request is not approved? (y/n)

Which area will your project work toward?

- Cultural
- Social
- Environmental
- Economic
- Other _____

Will minors be working on this project? Yes No

If “yes,” you will need criminal record checks for those working with minors.

Is the project labour 100% volunteer? Yes No

If no, the proponent, contractor or sub-contractor MUST be able to provide proof of current Workers Compensation Board (WCB) coverage.

Work Plan

Provide brief descriptions of your proposed project activities along with timelines for each.

List all activities you plan to complete during the project's term. Click the +Add button to add another row.

Indicate who will take the lead on each proposed activity. All components of the project should be delivered or managed by someone with relevant experience or expertise.

Activity	Overseen by	Start Date	End Date

PROJECT EXPENSES

List specific budget items under each heading to identify your project's total expenses. In the final column, indicate the amount of funding from ReDi Grants you wish to allocate against each budget line.

- *Round up values to the nearest dollar.*
- *Click the +Add button to add another row.*
- *Do not include any items that will be provided to the project as in-kind contributions; there is space to enter this further down.*
- *In the final column, indicate the amount of funding from ReDi Grants you wish to use for each budget item. Ensure that all items ReDi Grants will be used for are eligible for funding.*

Budgets that contain excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.

If successful in attaining ReDi Grants funding, you must use the funding according to the information presented in this application. Upon completing the project, you must submit a final report and include supporting documents showing project expenditures. We maintain the right to audit projects at any time.

Administration

Examples include overhead costs to deliver the project, such as office expenses and supplies and administrative wages. Any costs that would be incurred even if the project did not proceed, or otherwise not directly attributable to the project, are ineligible.

Budget Item	Total Amount Required	Requested from ReDi Grants

Contract Fees and/or Staff Wages

Each line item should include the position's title and hourly rate multiplied by the number of hours for the whole project. Do not include administration wages (see above). Any costs that would be incurred even if the project did not proceed, or otherwise not directly attributable to the project, are ineligible.

Budget Item	Total Amount Required	Requested from ReDi Grants

Capital Purchases and Equipment Rentals

These items are eligible if they're necessary to the project and the costs are reasonable. Capital and equipment purchases need to be justified to be eligible for funding.

If your organization already owns the equipment required to undertake the project, we don't fund the cost of renting this equipment. However, rental costs may be eligible if your organization has to rent the equipment from another organization.

Budget Item	Total Amount Required	Requested from ReDi Grants

Other Project Costs (be specific)

If there are other project-specific costs not included elsewhere, add them here with a specific description. Include items like advertising, brochure printing and distribution costs. Eligible travel expenses include mileage and necessary accommodation specific to your project.

Budget Item	Total Amount Required	Requested from ReDi Grants

TOTAL PROJECT EXPENSES \$

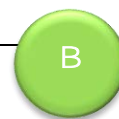
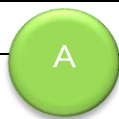
TOTAL REQUESTED FROM ReDi Grants

\$

PROJECT EXPENSES EXAMPLE

Budget Item	Total Amount Required	Requested from ReDi Grants
Administration		

Administrative costs of project	\$3,060	\$500
Project travel expenses	\$1,060	\$1,000
Contract Fees and/or Staff Wages		
Project coordinator: 50 hrs/month @ \$28/hr for 12 months	\$16,800	\$5,000
Capital Purchases and Equipment Rentals		
Laptop and projector	\$1,500	
Renovation of storage room for office space	\$2,300	\$2,000
Office furniture	\$1,500	
Building permits	\$190	
Other Costs (be specific)		
Advertising campaign	\$750	\$500
Refreshments for workshop	\$200	
Workshop supplies and materials	\$1000	\$1,000
Recognition event for volunteers and project wind-up	\$200	
TOTAL PROJECT EXPENSES	\$28,560	\$10,000



PROJECT REVENUE

Enter the funds received or requested from other sources. Your *Total Project Expenses* should equal your *Total Project Revenue* to show you have enough funds to complete your project.

We recommend that your organization seeks funding from a variety of sources. Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.

The Trust has a directory of grants that may be applicable to your work; see the resource section of its Non-profit Advisors Program: ourtrust.org/nonprofit.

*The first revenue line will auto-populate with your Total Requested From ReDi Grants. In the lines below, identify your other sources of revenue. These may include other grants, cash donations or workshop registration fees. Click the **+Add** button to add another row.*

Indicate whether or not the contribution is confirmed at the time you submit this application. If the funder has confirmed that it will be committing resources to your project, select "yes." If you



have applied for funding but haven't heard back, select "no."

Source Name	Confirmed (Y/N)	Amount
ReDi Grants	No	Will auto-populate with TOTAL REQUESTED FROM ReDi Grants

TOTAL PROJECT REVENUE \$

FUNDING REQUESTED

Enter the amount of ReDi Grants funding you are requesting from each municipality or electoral area. This should equal your *Total Requested from ReDi Grants* above.

- Registered non-profits and not-for-profit organizations may request any value of funding from each electoral area and municipality.
- Each rural electoral area and municipality in the RDCK receives a share of ReDi funding to be awarded. Some areas pool their funding and others may conduct community involvement together.
- If a Registered Applicant/Organization is applying on behalf of an unregistered organization, they may request any value of funding from each electoral area and municipality.
- Non-registered organizations may only request funding support from electoral areas and municipalities to an overall maximum of \$4,999 per project.

ReDi Grants			
Electoral Area A	\$	City of Castlegar	\$
Electoral Area B	\$	Town of Creston	\$
Electoral Area C	\$	City of Nelson	\$
Electoral Area D/Kaslo	\$	Village of New Denver	\$
Electoral Area D - Lardeau Valley	\$	Village of Silverton	\$
Electoral Area E	\$	Village of Slocan	\$
Electoral Area F	\$	Area K - Arrow Park	\$
Electoral Area G/Salmo	\$	Area K - Burton	\$
Electoral Area H	\$	Electoral Area K – Fauquier	\$
Electoral Area I	\$	Area K -Bayview / Nakusp / Rural Nakusp	\$
Electoral Area J	\$	Area K - Edgewood	\$
Total Request			\$

FUNDING REQUESTED EXAMPLE

ReDi Grants			
Electoral Area A	\$	City of Castlegar	\$2,000
Electoral Area B	\$	Town of Creston	\$
Electoral Area C	\$	City of Nelson	\$7,000
Electoral Area D/Kaslo	\$	Village of New Denver	\$
Electoral Area D - Lardeau Valley	\$	Village of Silverton	\$
Electoral Area E	\$500	Village of Slocan	\$
Electoral Area F	\$	Area K - Arrow Park	\$
Electoral Area G/Salmo	\$	Area K - Burton	\$
Electoral Area H	\$	Area K - Fauquier	\$
Electoral Area I	\$500	Area K - Bayview / Nakusp / Rural Nakusp	\$
Electoral Area J		Area K - Edgewood	\$
Total Request			\$10,000



IN-KIND SOURCES & CONTRIBUTIONS

What contributions are being made to the project other than cash?

SUPPORTING DOCUMENTS

Are you providing additional material that provides further evidence to support your project idea (such as letters of support, outcomes of community engagement, report executive summaries, quotes, approvals maps, etc)?

Supporting documents provide additional evidence that the project is viable and important. These help us to evaluate and assess your project idea.

Ensure your supporting documents add value to your application. We will look at the strength of the document, not the quantity.

*List what you are submitting. Click the **+Add** button to add another row.*

*We prefer that you upload only **two one-page, single-sided documents** (but you may upload up to five one-page, single-sided documents if necessary—any additional ones will be deleted).*

Before uploading your supporting document, ensure the file name is clear and identifies the content. The documents must be in PDF or picture formats (JPG, GIF, PNG, BMP).

File size may not exceed 3MB per document.

List what you are submitting:

- 1.
- 2.
- 3.
- 4.
- 5.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned?

DECLARATION

Read this section, click the box next to "I agree," and then type in your name and title.

1. I represent the Registered Applicant/Organization and I am authorized to submit this Application.
2. The information I have provided in this application is true, accurate and complete in every respect.
3. I will comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the ReDi program grants.
4. I will use the funding received from the ReDi Grant program substantively in accordance with the purposes, methodologies and timeframes described in the funding application. Significant changes to project scope or budget require RDCK approval.
5. I agree that the RDCK's responsibilities with respect to the Project are limited to providing financial assistance to the Recipient towards the cost of the Project.
6. I agree that by submitting this application that the RDCK is not a partner or joint venturer in this project, and nothing herein shall be construed to make them partners or joint venturers or impose any liability as such on either of them.
7. I agree that my organization, its volunteers, personnel, subcontractors and agents are not employees, servants, partners or agents of the RDCK.
8. The RDCK and the Recipient understand that the Recipient has control over the Project and is responsible for the outcomes and products of the Project, and that the RDCK's role is limited only administering funds on behalf of the Columbia Basin Trust.
9. I agree to submit a report to the RDCK which details how the funds were expended, by December 31st of the following calendar year. Loss of eligibility for future ReDi Program grants may result from failure to submit required reports.
10. Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK. The Regional District of Central Kootenay and its agents shall not be obligated in any manner to any applicant whatsoever and reserves the right to fully, partially or not fund any application submitted. By submitting this application, I hereby acknowledge that the Regional District of Central Kootenay and its agents may disclose this application, and the information contained herein—including but not limited to name, budgets, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by FOIPPA.

11. I further agree that the Regional District of Central Kootenay and its agents may proactively disclose to the public my name and location and the amount and nature of funding granted.
12. Any questions regarding such may be directed to: foi@rdck.bc.ca

I have read and agree to the declaration above. *

I Agree

Date

Applicant Name

Applicant Title

WORKSHEET

2025 ReDi Program Schedule	
Wednesday January 2 – Wednesday February 19	2025 ReDi Call for Proposals – Applications must be submitted online only
December - January	First Call for Proposal advertisement to appear in local newspapers and online
January - February	Second Call for Proposal advertisement to appear in local newspapers and online
Monday February 10	Directors to provide information regarding Resident Input Meeting format, dates, committee members
Wednesday February 19	Application Deadline Wednesday February 19, at 4:30pm
Monday March 17	Information regarding Resident Input meeting dates on RDCK website
Tuesday March 18	List of proposals <u>not</u> eligible for 2025 ReDi funding consideration to be distributed to Directors
March - April	Advertisements for the Resident Input meetings appear in local papers
Tuesday, April 1 – Monday April 28	Resident Input meetings to be held and deliberation of recommendations
Thursday May 1	Deadline for Area funding recommendations to be submitted to Grants Coordinator
Thursday May 1 – Tuesday May 6	Organization with unsupported projects will be formally notified
Thursday May 15	Funding recommendations presented to RDCK Board for approval
Monday May 26	RDCK Finance will be provided with a list of approved project proposals in preparation of funding disbursements in June
Thursday June 5	RDCK website will be updated to include listing of 2025 approved project proposals
June – July	ReDi grant cheques, letter and applicable contracts will be forwarded to successful proponents. Funding agreements will be forwarded to proponents in receipt of project funding support of \$5,000.00 or more (Funding agreements are required prior to the release of funds)
Monday June 30	projects funded in 2024 should be completed by this date
Friday October 31	Deadline for project extensions and change of scope for projects funded 2024 and earlier
Wednesday December 31	Deadline for Final Financial Reports for projects funded 2023 and earlier <i>(Organizations failing to satisfy reporting requirements will not be eligible for 2026 ReDi funding consideration)</i>

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area ^A _____

Director Garry Jackman

Location(s) for Resident Input Meeting Boswell Memorial Hall

Date(s) and Time(s): April 3rd, 2024 - 6:00pm

Committee Members (please indicate any elected officials)

Garry Jackman - RDCK Area A Director

Gina Medhurst - Crawford Bay

Marg Durnin - Wynndel

Gary Hill - Twin Bays

Herve Blezy - Boswell

Tanya Letellier - Riondel

Description of Resident Input Meeting:

public meeting each application is read out in turn. The application representative, if present, can provide additional information (not repeating what is already provided in the application). Public and committee members can ask questions for clarification and/or comment. Each committee member then reads out their recommended allocation which may have changed through the course of the in person review. All recommended grant allocations are tabulated and averaged in the spreadsheet. Once all of the applications have been reviewed the grand total is reviewed and if it exceeds the total funding available the committee must make decisions to pro-rate or otherwise adjust allocation amounts until the total is within the allocated budget. The summary sheet is checked again the next day (for errors) and sent out to all committee members to confirm their agreement with the allocations. The sheet is then sent in to staff.

Are applicants required to attend?

no

Is there an opportunity to participate remotely?

yes

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area ^B _____

Director Roger Tierney

Location(s) for Resident Input Meeting Creston & District Community Complex - Erickson Room

Date(s) and Time(s): April 13th, 2024 - 10:00am

Committee Members (please indicate any elected officials)

Kala Hooker-Chair

~~Kelly Vandenberghe - Director~~

Cody Beebe - Canyon/Lister

Karen Kraan

Jon Delcaro - Kitchener

Description of Resident Input Meeting:

Area B will be providing this opportunity for applicants to the ReDi Grant Program to make a presentation to the resident adjudicators . The opportunity to make a presentation will commence at 10:00 AM PST, and applicants will present in alphabetical order. The adjudication process will follow the presentations and be completed the same day.

Are applicants required to attend?

No

Is there an opportunity to participate remotely?

No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area C

Director Kelly Vandenberghe

Location(s) for Resident Input Meeting Creston & District Community Complex - Erickson Room

Date(s) and Time(s): April 2nd, 2024 - 6:00pm

Committee Members (please indicate any elected officials)

Maura Schadeli

Larry Binks

Dean Eastunan

Chad Wobshall

Ashley Chhina

Melonie Joy

Description of Resident Input Meeting:

Presentations will be received by committee in person or via application.
Committee will convene to review and award at a later date.

Are applicants required to attend?

Yes

Is there an opportunity to participate remotely?

No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area ^D _____

Director Aimee Watson

Location(s) for Resident Input Meeting Argenta Community Hall

Date(s) and Time(s): April 24th, 2024 - 6:00pm

Committee Members (please indicate any elected officials)

Aimee Watson (Area D Director)

Carl Johnson

Amanda Cutting

Bob Gazzard

Description of Resident Input Meeting:

Process

- 1 Director and committee receives application package
2. Director and committee meet to prepare the ballot proposed to the community for the public meeting
 - in this meeting, committee makes recommendations on amounts to be suggested on a ballot that lists all applications.
 - this review never removes an application but will recommend an amount based on community values and local relevance and to balance the recommended funds to available funds
 - ballots are prepared and copies are made to be distributed to those at the public meeting

Are applicants required to attend?

No but it helps with community input

Is there an opportunity to participate remotely?

No, not for the Argenta Hall

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area Kaslo & Area D

Director Suzan Hewat / Aimee Watson

Location(s) for Resident Input Meeting Kaslo Langham Theatre

Date(s) and Time(s): April 8th, 2024 6:30pm

Committee Members (please indicate any elected officials)

Suzan Hewat - Elected Official

Marco DeBortoli

Steve Anderson

Rick Nay

Sarah Sinclair

Tammy White

Description of Resident Input Meeting:

The local selection committee reviews all applications. The committee assesses the local relevance of the project. A funding recommendation is made based upon the total of all asks against the amount of funds available for award. This is put on a ballot for the public meeting. All applications are included on the ballot and each applicant is given 2 minutes to speak to their project and up to 3 questions are allowed. Each member of the public who are from the area are provided with a ballot and can fill in the amount of funding they would like to award to each project. The awards are then averaged and the recommendation is forwarded to the board for consideration.

Are applicants required to attend?

No

Is there an opportunity to participate remotely?

No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area ^E _____

Director Cheryl Graham _____

Location(s) for Resident Input Meeting RDCK Main Office - Board Room _____

Date(s) and Time(s): Saturday, April 20, 1 pm - 3 pm _____

Committee Members (please indicate any elected officials)

Josh Smienk

Christy Lea Darling

Erin Christopherson

Bill Macpherson

Karyn Shaundell

Description of Resident Input Meeting:

Applicants are welcome to come and make a brief presentation at the Public Meeting, although that is not a requirement to be considered for funding.

Attendees will be provided with a ballot that includes a complete list of all applications, the amount requested, the amount recommended by the Selection Committee and a space where the attendee can provide their own recommended funding amount. Totals for funding of applications on the ballot cannot exceed the amount available to the Area.

Are applicants required to attend?
No

Is there an opportunity to participate remotely?
No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area ^f _____

Director Tom Newell

Location(s) for Resident Input Meeting RDCK Main Office - Boardroom

Date(s) and Time(s): April 10, 2024 6 to 8 PM

Committee Members (please indicate any elected officials)

Jay Marshall

Tom Service

Cam Robertson

Debra Wilson

Monica Spencer

Tom Newell - director

Eric White

Description of Resident Input Meeting:

1 Minute presentation

Are applicants required to attend?
No

Is there an opportunity to participate remotely?
Yes



2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area Salmo and Area G

Director Lockwood and Cunningham

Location(s) for Resident Input Meeting Salmo Valley Youth and Community Center

Date(s) and Time(s): April 3, 2024 6:00pm

Committee Members (please indicate any elected officials)

Done in a dotmocracy form

Description of Resident Input Meeting:

Each applicant has the opportunity to address the community for two minutes about their project and then all residents in the two areas are given five dots to place on the one to five applications.

Are applicants required to attend?
No

Is there an opportunity to participate remotely?
No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area H

Director Walter Popoff

Location(s) for Resident Input Meeting Area H South - Passmore Hall

Date(s) and Time(s): April 25, 2024 7 PM to 9 PM

Committee Members (please indicate any elected officials)

Ellen Kinsel

Richard Johnson

Val Mayes

Joe Nazaroff

Description of Resident Input Meeting:

Applicants will be provided up to 2 minutes to promote their applications at a in-person public meeting where the selection committee and the public will be able to ask to questions about the application. The public will be given the opportunity to submit written input on the Grants to the Area H Selection Committee to adjudicate. The results of the Selection Committee adjudication will be provided to Area H Director for submission to the RDCK Board for approval

Are applicants required to attend?

No

Is there an opportunity to participate remotely?

No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area H

Director Walter Popoff

Location(s) for Resident Input Meeting Area H North - Bosun Hall

Date(s) and Time(s): April 27, 2024 1 PM to 3 PM

Committee Members (please indicate any elected officials)

Ellen Kinsel

Richard Johnson

Val Mayes

Joe Nazaroff

Description of Resident Input Meeting:

Applicants will be provided up to 2 minutes to promote their applications at a in-person public meeting where the selection committee and the public will be able to ask questions about the application. The public will be given the opportunity to submit written input on the Grants to the Area H Selection Committee to adjudicate. The results of the Selection Committee adjudication will be provided to Area H Director for submission to the RDCK Board for approval

Are applicants required to attend?

No

Is there an opportunity to participate remotely?

No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area H

Director Walter Popoff

Location(s) for Resident Input Meeting Area H South - Passmore Hall

Date(s) and Time(s): April 25, 2024 7 PM to 9 PM

Committee Members (please indicate any elected officials)

Ellen Kinsel

Richard Johnson

Val Mayes

Joe Nazaroff

Description of Resident Input Meeting:

Applicants will be provided up to 2 minutes to promote their applications at a in-person public meeting where the selection committee and the public will be able to ask questions about the application. The public will be given the opportunity to submit written input on the Grants to the Area H Selection Committee to adjudicate. The results of the Selection Committee adjudication will be provided to Area H Director for submission to the RDCK Board for approval

Are applicants required to attend?

No

Is there an opportunity to participate remotely?

No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area H

Director Walter Popoff

Location(s) for Resident Input Meeting Area H South - Passmore Hall

Date(s) and Time(s): April 25, 2024 7 PM to 9 PM

Committee Members (please indicate any elected officials)

Ellen Kinsel

Richard Johnson

Val Mayes

Joe Nazaroff

Description of Resident Input Meeting:

Applicants will be provided up to 2 minutes to promote their applications at a in-person public meeting where the selection committee and the public will be able to ask questions about the application. The public will be given the opportunity to submit written input on the Grants to the Area H Selection Committee to adjudicate. The results of the Selection Committee adjudication will be provided to Area H Director for submission to the RDCK Board for approval

Are applicants required to attend?

No

Is there an opportunity to participate remotely?

No



2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area ¹ _____

Director Andy Davidoff

Location(s) for Resident Input Meeting Brilliant Cultural Centre

Date(s) and Time(s): April 10, 2024 @ 7:00 PM

Committee Members (please indicate any elected officials)

Andy Ozeroff

Brian Bebelman

Kelly Poznikoff

Andy Davidoff(Electoral Area Director)

Description of Resident Input Meeting:

Applicants will be provided with up to 2 minutes to speak to their application and the members of the Selection Committee and the public will be able to ask applicants questions or make comments in support of or not in support of each application.

Are applicants required to attend?
No

Is there an opportunity to participate remotely?
Yes

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area J

Director Henny Hanegraaf

Location(s) for Resident Input Meeting Castlegar & District Recreation Centre

Date(s) and Time(s): April 23, 2024 @ 5:30 PM

Committee Members (please indicate any elected officials)

Halley Whittleton

Members of Council

Description of Resident Input Meeting:

The Area J APHC will be handling the ReDi grants. Applicants will make their presentations which will be limited to 5 minutes each. The committee will review the applications ahead of time so they can formulate any questions they have. They will meet after the public meeting to determine the allocation of grant money.

Are applicants required to attend?

Yes

Is there an opportunity to participate remotely?

Yes

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area K - Fauquier Director Teresa Weatherhead

Location(s) for Resident Input Meeting Fauquier Community Hall, Fauquier

Date(s) and Time(s): April 10, 2024 6:00pm

Committee Members (please indicate any elected officials)

Director Teresa Weatherhead

Judy Steele

Heather Fraser

Annette Devlin

April Freely

Chris Sokora

Laura Romeo

Description of Resident Input Meeting:

- Fauquier Community will be notified of ReDi Grant public input process through advertisement
- 6:00pm Applicants will verbally present to the public
- Ballots with check-list of applications will be available to residents in attendance
- Ballots will contain a column for residents to record their preferences in numerical order 1 to XX (1being the highest preference)
- Ballots will be counted by Director and Committee members
- Committee will notify public of the successful applications in the weeks to follow

Are applicants required to attend?
Yes

Is there an opportunity to participate remotely?
No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area K - Edgewood Director Teresa Weatherhead

Location(s) for Resident Input Meeting Edgewood Community Hall, Edgewood Legion

Date(s) and Time(s): April 03, 2024 - 6:00pm

Committee Members (please indicate any elected officials)

Director Teresa Weatherhead	Bill Penner
Alice McKee	Kelly Roes
Floyd Webber	Marnie Kushnirk
Curtis Hopp	Lacey Huolt

Kelly Soroka

Description of Resident Input Meeting:

- Edgewood Community will be notified of ReDi Grant public input process through advertisement
- 6:30pm Applicants will verbally present to the public
- Ballots with check-list of applications will be available to Edgewood residents in attendance
- Ballots will contain a column for residents to record their preferences in numerical order 1 to XX (1being the highest preference)
- Ballots will be counted by Director and Committee members
- Committee will notify public of the successful applications in the weeks to follow

Are applicants required to attend?
Yes

Is there an opportunity to participate remotely?
No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area K - Burton Director Teresa Weatherhead

Location(s) for Resident Input Meeting Burton Recreation Hall

Date(s) and Time(s): April 9th, 2024 - 5:00pm

Committee Members (please indicate any elected officials)

Director Teresa Weatherhead	Sarah Holst
Wanda Buerge	Rachel Elliot
Ian Grieg	Warren Detta
Karey Bilodeau	Aeryn Foster

Description of Resident Input Meeting:

- Burton Community will be notified of ReDi Grant process through mail-out brochures
- 5:00pm Applicants will have presentation tables set up for public to engage with
- Ballots containing applicant's name's and projects are made available to all residents in attendance
- Ballots will contain a column to mark X, with a limited number of X's per ballot
- 7:30pm Ballots will be counted by Director and Committee members to determine outcome
- Committee will announce successful applications in the days to follow

Are applicants required to attend?
Yes

Is there an opportunity to participate remotely?
No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area K - Arrow Park Director Teresa Weatherhead

Location(s) for Resident Input Meeting Arrow Park - East Side Fire Caddy (Pop up tent)

Date(s) and Time(s): April 8th, 2024 - 4:00pm

Committee Members (please indicate any elected officials)

Director Teresa Weatherhead	Marion Davis
Steven Kennon	Marvin Rode
Zoe Thomas	Earl Timmer
Brenda Barnes	Tania Quigley
Miranda Hermanson	Lynn Short

Description of Resident Input Meeting:

- 4pm Applicants will verbally present
- Ballots with check-list of applicants/projects will be made to residents in attendance
- Ballots will contain a column to record preferences in numerical order 1 to xx (1 being highest preference)
- Ballots will be counted by Director and Committee members to determine outcomes
- Committee will publicly announce successful applicants in the days to follow

Are applicants required to attend?
Yes

Is there an opportunity to participate remotely?
No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area Nakusp & Area K Bayview Director Aiden McLaren-Caux

Location(s) for Resident Input Meeting Nakusp & District Sports Complex

Date(s) and Time(s): April 7th - 12 to 4 p.m.

Committee Members (please indicate any elected officials)

Tom Zeleznik (Mayor)

Beth McLeod

Dolly Edwards (Councillor)

Sandra Dempsey-Koch

Teresa Weatherhead (Area K Director)

Aiden McLaren-Caux

Karen Hamling

Description of Resident Input Meeting:

Projects will be split into two categories to be decided by the committee. Funding will be split between the two categories. Applicants will set up information booths in the auditorium starting at 11:00 a.m. with voting starting at noon. Community members view applicant booths and will vote on the applicants they feel are the most deserving of funding by selecting their top 5 in each category. Voting will end at 4:00 p.m. and the committee will count the votes to determine which applicants received the most votes

Are applicants required to attend?
Yes

Is there an opportunity to participate remotely?
No

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area City of Nelson

Director Keith Page

Location(s) for Resident Input Meeting Nelson City Hall (Council Chambers)

Date(s) and Time(s): April 15, 2024 from 4:00 pm to 6:00 pm.

Committee Members (please indicate any elected officials)

Mayor Janice Morrison

Councillors: Rik Logtenberg; Keith Page; Kate Tait;

Jesse Pineiro, Jesse Woodward, Leslie Payne

Description of Resident Input Meeting:

The public will be invited to provide comments to Mayor and Council with regard to project proposals.

Are applicants required to attend?

Not required

Is there an opportunity to participate remotely?

Not available



2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area City of Castlegar

Director Mayor McFaddin

Location(s) for Resident Input Meeting Community Forum/Council Chambers

Date(s) and Time(s): April 23rd, 2024 5-8pm

Committee Members (please indicate any elected officials)

Mayor McFaddin

Councillor Falstead

Councillor Heaton-Sherstobitoff

Councillor MacLeod

Councillor Bell

Councillor Bojechko

Councillor Bogle

Description of Resident Input Meeting:

Opportunity for applicants to present their project to the Committee and public in attendance. 3 minutes per applicant. Opportunity for public questions.

Are applicants required to attend?

Yes, applicant let City know if unable to attend

Is there an opportunity to participate remotely?

Special arrangements may be considered

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area Creston

Director DeBoon

Location(s) for Resident Input Meeting Kootenay Room, Creston and District Community Complex

Date(s) and Time(s): April 2, 2024 at 4:00 pm.

Committee Members (please indicate any elected officials)

Councillors Baldwin, Eisler, Dumas and Ares.

Description of Resident Input Meeting:

Members of the public/applicants to the Columbia Basin Trust Resident Directed Grants will have an opportunity to speak to their proposal prior to the Committee determining their allocation. Each applicant in attendance will be provided five minutes to speak to their application and respond to any questions should the committee have them.

Are applicants required to attend?

Applicants are not required to attend.

Is there an opportunity to participate remotely?

If requested.

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area New Denver Director Leonard Casley

Location(s) for Resident Input Meeting Knox Hall

Date(s) and Time(s): April 3, 2024 5:30 p.m.

Committee Members (please indicate any elected officials)

John Fyke (elected official)

Janice Gustafson

Colin Moss (elected official)

Steve Deakoff

Leanne Fulton

Debbie Dubinsky

Description of Resident Input Meeting:

A public meeting is held which allows the applicants to provide a brief presentation (under 5 minutes). The public and the committee may ask follow up questions to the representative. The public will also have the opportunity to participate in an online format to rank their top 5 applications prior to the public meeting, and those in attendance will also have the opportunity to rank their top 5 applicants at the close of the meeting. The committee members will assign their own ratings. The committee and public ratings will be tabulated and averaged in a spreadsheet for review. The committee will use these combined ratings to make final decisions and allocate the amount of funding. The committee recommendations are then forwarded to New Denver Council for ratification.

Are applicants required to attend?
no

Is there an opportunity to participate remotely?
no

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area VILLAGE OF SLOCAN

Director JESSICA LUNN, MAYOR

Location(s) for Resident Input Meeting Slocan Village Office

Date(s) and Time(s): MONDAY, APRIL 15 - 5:00PM

Committee Members (please indicate any elected officials)

JESSICA LUNN, MAYOR

EZRA BULLER, COUNCILLOR

JORDAN KNOTT, COUNCILLOR

MADELEINE PERRIERE, COUNCILLOR

JOANNA VAN BYNEN, COUNCILLOR

Description of Resident Input Meeting:

APPLICANTS ARE INVITED TO ATTEND THE MEETING TO PRESENT A BRIEF 5-MINUTE PRESENTATION ON THEIR PROPOSALS.

Are applicants required to attend?

NO

Is there an opportunity to participate remotely?

YES

2024 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area Village of Silverton

Director Leah Main

Location(s) for Resident Input Meeting Silverton Memorial Hall

Date(s) and Time(s): April 9th, 2024 5:00pm - 7:00pm

Committee Members (please indicate any elected officials)

Leah Main

Councilor Brian Mills

Mayor Tanya Gordon

Councilor Don Broughton

Councilor Clarence denBok

Description of Resident Input Meeting:

Adjudication will be in open session on April 10th, 2024

Are applicants required to attend?

Is there an opportunity to participate remotely?



CHAPTER: FINANCE

SECTION: TRANSFERS TO OTHER ORGANIZATIONS

SUBJECT: COLUMBIA BASIN TRUST PROCESS

BOARD RESOLUTION: 9/09

EFFECTIVE DATE: 24 JAN 2009

REVISION DATE:

POLICY:

9/09

The following be **policy** of the Board with respect to the Columbia Basin Trust process:

DISTRIBUTION OF CBT FUNDING - Rules

- Delivery of the Community Initiatives & Affected Areas Funding Programs is standardized across the Regional District of Central Kootenay;
- RDCK staff will be responsible for administering ALL aspects of the CIP & AAP programs, including correspondence, advertising, financial management, and public relations;
- The RDCK will charge an annual administration fee of 5% of the total allocation amount as agreed upon in the Contribution Agreement with the Columbia Basin Trust
- If a project is cancelled or changes substantially in scope after being funded, all unexpended funds must be returned to the RDCK. However, if a project changes only slightly from the original plan, it is up to the discretion of the Electoral Area Director or Municipal Council as to whether or not they will allow the project to continue as amended
- Under no circumstances will Board members be allowed to “pre-spend” or borrow on CBT grant moneys expected in future years.
- CBT funding is not to be used to relieve the RDCK of its normal obligations or to fund projects that are normally funded through the tax base.
- CBT fund allocations are for meeting community/public needs rather than private needs.

DISTRIBUTION OF CBT FUNDING - Process

- CIP & AAP to run once annually. Annual application intake will begin in January with the submission deadline set for the end of March;
- Applicants must submit applications on the most current RDCK Form;
- All applications are to be submitted to the RDCK office ONLY, including those applications for municipal funds;

- Applications will be accepted from both registered and non-registered non-profit/not-for-profit organizations; however non-registered/non-legal entities will only be funded up to a maximum of \$5,000;
- Public Meetings to discuss applications will be held in April and May;
- Committees and Councils submit project recommendations to the May RDCK Board Meeting for approval;
- Cheques for approved projects are distributed in June;
- Lists of approved projects are to be advertised in July;
- All recipients of grant monies will be notified that they will be liable for the use of the funds according to their application forms upon cashing of their grant cheque;
- Projects approved for over \$5,000 will require a legal entity who is willing to enter into a contract with the RDCK to ensure the project is carried out and will be subject to a 10% holdback until project completion with 90% of funding being released upon receipt of the signed agreement;
- All projects must submit a financial report by December 31st of each year indicating project progress. If project is not yet complete, it will serve as an Interim Report. If project is complete it will serve as a Final Report.
- All Final Reports must include completed Financial Report Form, copies of invoices for expenditures, and submission of photos and/or samples of project.

DISTRIBUTION OF CBT FUNDING - Definitions:

Affected Areas Program

- The Affected Areas Program funds projects that meet priorities in communities which lie within 10 kilometres of the Duncan Reservoir (portion of Area 'D') as well as within 10 kilometres of the Arrow Lakes, upstream of the reservoir (portion of Area J, all of Area K, and the Village of Nakusp).
- Affected Area communities include:
 - **Portion of Area D:** Argenta, Cooper Creek, Howser, Johnson's Landing, Lardeau and Meadow Creek
 - **Portion of Area J:** Brooklyn, Deer Park, Renata, Shields and Syringa
 - **All of Area K:** Arrow Park, Burton, Edgewood, Fauquier, Rural Nakusp/Bayview and the Village of Nakusp
 - Area K communities can be further defined as follows:

Edgewood –	Lands West of the Needles Ferry
Fauquier –	Lands covered by their Fire Brigade

Burton –	Lands North of Fauquier to the South side of Adshead Road
Arrow Park -	Lands North of Adshead Road to, but not including, Idler Road
Bayview Area -	Lands including Idler Road North 2 km past Donnelly's Road
Rural Nakusp -	Lands starting 2 km North of Donnelly's Road to balance of Area K.



2025 Columbia Basin Trust Resident Directed Grants

RESIDENT INPUT MEETING INFORMATION FORM

Area _____ Director _____

Location(s) for Resident Input Meeting _____

Date(s) and Time(s): _____

Committee Members (please indicate any elected officials)

Description of Resident Input Meeting:

Are applicants required to attend?

Is there an opportunity to participate remotely?



Board Report

Date of Report: December 1, 2024
Date & Type of Meeting: December 12, 2024 Open Regular Board Meeting
Author: Grant Hume, Regional Deputy Fire Chief
Subject: Financial Plan Amendments for fire services
File: 7750/01
Electoral Area/Municipality: Area B, E, F, H, I, J

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek approval to make amendments to the 2024 Financial Plan for the following services:

- S134 Fire Protection Area F (North Shore)
- S137 Fire Protection – Area I (Tarrys / Pass Creek)
- S138 Fire Protection Area J (Robson, Raspberry)
- S141 Fire Protection – Area E (Balfour/Harrop)
- S142 Fire Protection – Area H (Slocan Valley)
- S144 Fire Protection – Area F (Beasley/Blewett)
- S148 Fire Protection Area B (Yahk, Kingsgate)
- S101 Rural Administration

SECTION 2: BACKGROUND/ANALYSIS

The 2024 Financial Plan requires various amendments related to Fire Services:

- Community Works Grants received in 2024 for capital projects not in original 2024 plan
 - Receipt of grants are shown in account 45500 Transfer from Other Service. The funds are transferred from the Community Works funding service.
 - Expenditures are shown in account 60000 Capital Expenditure
- CBT Grants received in 2024 for specific capital projects not shown in specific fire services in the original 2024 plan.
 - These grants were originally shown in S101 Rural Administration and need to be transferred to the specific fire service receiving the equipment
- Deferred Purchase of Fire Apparatus
 - Proceeds of borrowing placed in equipment reserves for deferred purchase of fire apparatus
- Correction of use of reserves for Combi-Tool in S142 Slocan Valley Fire Service from 2023

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Financial Plan Amendment:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Debt Bylaw Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Public/Gov't Approvals Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Amendments to be made to the 2024 Financial plan for multiple services per the table below:

Service	Item	Acct#	Account	Amount	Change
S134 Fire Protection Area F (North Shore)	Community Works Grant - Generator	45500	Transfer from other service	\$87,550.00	Increase
S134 Fire Protection Area F (North Shore)	Community Works Grant - Generator	60000	Capital Expenditure	\$87,550.00	Increase
S134 Fire Protection Area F (North Shore)	Community Works Grant - HVAC	45500	Transfer from other service	\$67,900.00	Increase
S134 Fire Protection Area F (North Shore)	Community Works Grant - HVAC	60000	Capital Expenditure	\$67,900.00	Increase
S134 Fire Protection Area F (North Shore)	Deferred Purchase of Fire Apparatus	43100	Proceeds from Borrowing	\$373,500.00	Increase
S134 Fire Protection Area F (North Shore)	Deferred Purchase of Fire Apparatus	45000	Transfer from Reserve	\$381,000.00	Decrease
S134 Fire Protection Area F (North Shore)	Deferred Purchase of Fire Apparatus	59000	Contribution to Reserve	\$742,500.00	Increase
S134 Fire Protection Area F (North Shore)	Deferred Purchase of Fire Apparatus	60000	Capital Expenditure	\$750,000.00	Decrease
S137 Fire Protection – Area I (Tarrys/Pass Crk)	Deferred Purchase of Fire Apparatus	43100	Proceeds from Borrowing	\$742,500.00	Increase
S137 Fire Protection – Area I (Tarrys/Pass Crk)	Deferred Purchase of Fire Apparatus	59000	Contribution to Reserve	\$742,500.00	Increase
S137 Fire Protection – Area I (Tarrys/Pass Crk)	CBT Grant - Portable Pump	43025	Grants - Specified	\$32,300.00	Increase
S137 Fire Protection – Area I (Tarrys/Pass Crk)	CBT Grant - Portable Pump	60000	Capital Expenditure	\$32,300.00	Increase
S101 Rural Administration	CBT Grant - Portable Pump	43025	Grants - Specified	\$32,300.00	Decrease
S101 Rural Administration	CBT Grant - Portable Pump	55030	Equipment	\$32,300.00	Decrease
S138 Fire Protection Area J (Robson)	Community Works Grant - Fencing	45500	Transfer from other service	\$30,000.00	Increase
S138 Fire Protection Area J (Robson)	Community Works Grant - Fencing	60000	Capital Expenditure	\$30,000.00	Increase
S138 Fire Protection Area J (Robson)	Community Works Grant - Doors	45500	Transfer from other service	\$20,000.00	Increase
S138 Fire Protection Area J (Robson)	Community Works Grant - Doors	60000	Capital Expenditure	\$20,000.00	Increase
S141 Fire Protection – Area E (Balfour/Harrop)	Community Works Grant - Generator	45500	Transfer from other service	\$57,000.00	Increase
S141 Fire Protection – Area E (Balfour/Harrop)	CBT Grant - Generator	43025	Grants - Specified	\$15,000.00	Increase
S141 Fire Protection – Area E (Balfour/Harrop)	CW & CBT Grant - Generator	60000	Capital Expenditure	\$72,000.00	Increase
S101 Rural Administration	CBT Grant - Generator	43025	Grants - Specified	\$57,000.00	Decrease
S101 Rural Administration	CBT Grant - Generator	55030	Equipment	\$57,000.00	Decrease
S142 Fire Protection Area H (Slocan Valley)	Deferred Purchase of Fire Apparatus	43100	Proceeds from Borrowing	\$742,500.00	Increase
S142 Fire Protection Area H (Slocan Valley)	Deferred Purchase of Fire Apparatus	59000	Contribution to Reserve	\$742,500.00	Increase
S142 Fire Protection Area H (Slocan Valley)	CBT Grant - Compressed Air Foam Sys.	43025	Grants - Specified	\$62,500.00	Increase
S142 Fire Protection Area H (Slocan Valley)	Reserves used for Comp. Air Foam	45000	Transfer from Reserve	\$3,000.00	Increase
S142 Fire Protection Area H (Slocan Valley)	CBT Grant - Compressed Air Foam	60000	Capital Expenditure	\$65,500.00	Increase
S101 Rural Administration	CBT Grant - Compressed Air Foam	43025	Grants - Specified	\$62,500.00	Decrease
S101 Rural Administration	CBT Grant - Compressed Air Foam	55030	Equipment	\$62,500.00	Decrease
S142 Fire Protection Area H (Slocan Valley)	Reserves used for Combi Tool - 2023	45000	Transfer from Reserve	\$15,000.00	Increase
S142 Fire Protection Area H (Slocan Valley)	Purchase of Combi Tool - 2023	60000	Capital Expenditure	\$15,000.00	Increase
S144 Fire Protection – Area F (Beasley/Blwtt)	Community Works Grant - Paving	45500	Transfer from other service	\$113,100.00	Increase
S144 Fire Protection – Area F (Beasley/Blwtt)	Community Works Grant - Paving	60000	Capital Expenditure	\$113,100.00	Increase
S148 Fire Protection Area B (Yahk, Kingsgate)	Community Works Grant - OH Doors	45500	Transfer from other service	\$12,200.00	Increase
S148 Fire Protection Area B (Yahk, Kingsgate)	Community Works Grant - OH Doors	60000	Capital Expenditure	\$12,200.00	Increase
S148 Fire Protection Area B (Yahk, Kingsgate)	Community Works Grant - Heat Pump	45500	Transfer from other service	\$70,752.00	Increase
S148 Fire Protection Area B (Yahk, Kingsgate)	Community Works Grant - Heat Pump	60000	Capital Expenditure	\$70,752.00	Increase

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

N/A

3.3 Environmental Considerations

N/a

3.4 Social Considerations:

N/A

3.5 Economic Considerations:

N/A

3.6 Communication Considerations:

N/A

3.7 Staffing/Departmental Workplan Considerations:

Support for these project is within the departmental work plan.

3.8 Board Strategic Plan/Priorities Considerations:

- N/A

SECTION 4: OPTIONS & PROS / CONS

- N/A

SECTION 5: RECOMMENDATIONS

That the Board approve an amendment to the 2024 Financial Plan as detailed in the table in section 3 of the board report presented by Regional Deputy Fire Chief Grant Hume at the December 12, 2024 Open Regular Board Meeting.

Respectfully submitted,
Grant Hume – Regional Deputy Fire Chief

CONCURRENCE

Tristan Fehst – Regional Fire Chief

Approved

Stuart Horn – Chief Administrative Officer

Approved



Discretionary Fund Grant Program Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Blewett Elementary PAC	Date of Application: 11/16/2024
Contact Name: Sarah MacPherson	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: F <input type="checkbox"/> Municipality:
Mailing Address: 2665 Blewett Road Nelson BC V1L 6V4	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 509-0973	Email: sarah_k_macp@yahoo.ca

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

Blewett PAC would like to purchase and install a gagaball pit at Blewett Elementary. It would be for the use of the Blewett Elementary students and the community. Gagaball seems to be all the rage these days! Gagaball is a kinder gentler version of dodge ball.

Grant Application:

Total Grant Requested: \$362	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: Metal brackets cost \$1712. Between Area E and Area F and Neighbourhood Small Grant this cost is covered. We have the wood ...

Previous Discretionary Grants Received – Year and Amount:

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-16 10:41:53

Signature

Sarah MacPherson

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 362.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: East Shore Trail and Bike Association	Date of Application: 10/30/2024
Contact Name: Farley Cursons	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
Mailing Address: 16317 Cedar Rd / PO Box 197 Crawford Bay British Columbia V0B 1E0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 505-6489	Email: eastshoretrailandbike@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Increasing trail use through winter indicates a need to keep front country trails and trailheads cleared of down fall, sanding segments of the Riondel Heritage Trail and ensuring parking areas are free of hazards.

Grant Application:

Total Grant Requested: \$ 3000.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

2023 / \$2860.00

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-10-30 08:33:18

Signature

Farley Cursons

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 3000.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Yahk-Kingsgate Recreation Society (YKRS)	Date of Application: 11/21/2024
Contact Name: Karen Kraan	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
Mailing Address: PO Box 13 Yahk BC V0B 2P0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 424-5462	Email: ykrsboard@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

YKRS needs to purchase exterior doors for the YKRS Hall in order to comply with fire safety standards. The Hall is the only community facility for a community of about 550 full time residents. Membership is free and open to all residents. In addition, the new Garden Club requires 12 yards of garden blend topsoil, a three part composter and a shed to securely store tools. The Garden Club has community support. They have allocated at least one garden bed to the Moms and Tots group. Also, the Garden Club has the goal to share some of the harvest with the community.

Grant Application:

Total Grant Requested: \$ 9,200

Which funding critical objective does this project meet?

Social Economic Environmental

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 Received a CBT Grant: which includes \$12K to pay for the doors...PLUS a YKRS commitment of \$7,200. We are requesting 75% of the \$7,200 = \$5,400. The Garden Club has no funding, and are asking for \$3,800. Thank you!

Previous Community Development Grants Received – Year and Amount:

None to the best of my knowledge.

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Karen Kraan Signed at:
2024-11-21 16:39:50

Karen Kraan

Signature

Print Name

Authorization

Signature of Area Director Signed by Director

Total Grant Approved \$ 9,200.00

Board Approved Date:

Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Argenta Safety and Preparedness Society	Date of Application: 11/28/2024
Contact Name: Danielle Soucie	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
Mailing Address: 1039 Argenta Road Argenta BC V0G1B0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 354-8535	Email: argentasafetyandpreparedness@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Argenta Safety & Preparedness Society (ASAP) representatives will embark on an initiative to share over 20 years of grassroots wildfire and emergency preparedness experience with neighbouring rural communities. Recognizing the shared challenges faced by small, remote areas in preparing for and responding to emergencies, this project aims to foster a network of knowledge exchange and collaboration, ultimately enhancing regional resilience.

Grant Application:

Total Grant Requested: \$ 4500	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: N/A	
Previous Community Development Grants Received – Year and Amount: \$4000 - 2024, \$1600 - 2024	
By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.	
Signed at: 2024-11-28 10:42:56 _____ Signature	Danielle Soucie _____ Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 4,500.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Lardeau Water Users Association	Date of Application: 11/12/2024
Contact Name: Tera De Vuono	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
Mailing Address: 602 Sixth Avenue 602 Sixth Ave -Lardeau Kaslo BC VOG 1M0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 551-0185	Email: lardeauwaterusers@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The purpose of this project is to ask the Regional District of Central Kootenay to help fund the purchase of a Generator to run our water pumps in the event of a power outage due to weather or interface wildfire. In the event of an interface wildfire, power to Lardeau would most likely be cut off due to fire affected BC Hydro lines. The generator would allow LWUA to continue supplying the community with water and most importantly, suppling water to our fire hydrants. In the event of a wind or snow storm, LWUA would still be able to provide water to the community during an extended outage.

Grant Application:

Total Grant Requested: \$ 5000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 Lardeau Water Users Association will be covering any cost overruns and the cost of having the electrical upgraded to support the generator.

Previous Community Development Grants Received – Year and Amount:
 0.00

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-12 21:54:59

Signature

Tera De Vuono

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 5000.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-__

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Jewett Elementary School PAC	Date of Application: 11/07/2024
Contact Name: Breanne Hope	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
Mailing Address: 1651 johnsons landing rd Argenta BC v0g1b0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 551-3985	Email: breanne.hope@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

We are starting our hot lunch program soon and with increase enrolment numbers this year and our wish to serve better quality food our current funding wont be enough. So we are requesting \$500 to top up funds there. And we would like to bring Danielle Soucie in to do a textile workshop so we would like \$500 to add to the funding for that program. More funds equals a longer and more in depth project. Thank you!

Grant Application:

Total Grant Requested: \$ 1000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 Gaming Grant \$2000
 Fundraising coffee and passport to the Kootenays books- TBD ...

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-07 15:29:20

Breanne Hope

Signature

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 1000.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: West Shores Leisure Advancement Society	Date of Application: 11/20/2024
Contact Name: Erin Christopherson	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
Mailing Address: 7912 Railway Avenue Procter BC V1L 0B7	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 551-2541	Email: areaesociety@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The West Shores Leisure Advancement Society creates a monthly community events calendar of recreation and leisure activities happening in Area E. We are also building a website with the intention of providing more information about the local community halls, seniors halls, parks and beaches, and community events.

Grant Application:

Total Grant Requested: \$ 1800	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: None	
Previous Community Development Grants Received – Year and Amount: 2024: \$10,758.50	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-20 14:24:54

Erin Christopherson

Signature

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 1800.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: West Shores Leisure Advancement Society	Date of Application: 11/20/2024
Contact Name: Erin Christopherson	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
Mailing Address: 7912 Railway Avenue Procter BC V1L 0B7	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 551-2541	Email: areaesociety@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The Nature and Drama Camp for kids builds on the pilot project started in September and held at Procter and Harrop Halls. In January we plan to move this after school program to Redfish School. The kids will be able to transition from school right into the camp, providing instructional after school care. The kids will have lessons in nature based science themes, learn handwork skills, create and act in short plays, build sets, and design costumes. We are working toward providing licensed after school care at Redfish School.

Grant Application:

Total Grant Requested: \$ 4375	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
--------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
None

Previous Community Development Grants Received – Year and Amount:
2024: \$10,758.50

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

 Signed at: 2024-11-20 18:12:24 _____ Signature	Erin Christopherson _____ Print Name
---	--

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 4375.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Blewett PAC	Date of Application: 11/16/2024
Contact Name: Sarah MacPherson	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
Mailing Address: 2665 Blewett Road Nelson BC V1L 6V4	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 509-0973	Email: sarah_k_macp@yahoo.ca

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Blewett PAC would like to purchase and install a gagaball pit at Blewett Elementary. It would be for the use of the Blewett Elementary students but also available to the community. Gagaball seems to be all the rage these days! Gagaball is a kinder gentler version of dodge ball.

Grant Application:

Total Grant Requested: \$ 850	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
-------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 There is a \$1712 cost for the metal brackets plus the cost of the wood and labour to put it together. We have secured a donation for the wood and can recruit volunteers to put it together. For the metal brackets, I have a \$500 grant from the Osprey Foundation for a ...

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-16 10:37:05

Signature

Sarah MacPherson

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 850.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Harrop School House Society	Date of Application: 11/28/2024
Contact Name: Tim Davis	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
Mailing Address: 250 Alexander Road PROCTER BC V1L0B5	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 819-9421	Email: timothy.davis@mail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The Harrop School House Society (HSHS), a registered non-profit, is proposing to create an 8-space multi-age childcare facility in the community of Harrop Procter by applying for funding in 2025 under the provincial New Spaces Fund program. This proposal would require building upgrades to the existing Harrop Schoolhouse building to meet BC childcare standards; however, additional building assessments and proposal development support are required to determine the scope of the New Spaces Fund proposal.

Grant Application:

Total Grant Requested: \$ 12200	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
---------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
The HSHS aims to fund the building assessments and proposal development support actions equally between an RDCK Community Development Grant and a Columbia Basin Trust Proposal Development Support grant

Previous Community Development Grants Received – Year and Amount:

N/A

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

78 Signed at:
2024-11-29 15:05:26

Signature

Tim Davis

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 12,200.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Salmo District Golf Club	Date of Application: 11/04/2024
Contact Name: Dodie Manuel	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
Mailing Address: 2508 14th Ave Castlegar BC V1N3P1	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 505-4663	Email: golfsalmo@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

We've recently purchased new golf carts to replace the old ones and now our bank account is very low on funds. We also had to pay out a lease for equipment previously purchased.

Grant Application:

Total Grant Requested: \$ 5000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-04 09:01:42

 Signature

Dodie Manuel

 Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 5,000.00
Board Approved Date:	Resolution #



Discretionary Fund Grant Program Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Salmo District Arts Council	Date of Application: 10/31/2024
Contact Name: Cheryl Cook	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
Mailing Address: Box 835 304 Main St Salmo BC V0G 1Z0	Payment Type: <input checked="" type="radio"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 777-1046	Email: sdacoperating@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

We are looking at a renovation and addition to the Salmo Memorial Church at 304 Main St - church desperately needs a new roof, the stairwell to the basement does not meet modern safety codes, there is a wheel chair ramp but no wheel chair accessible washroom and there are not enough washrooms for the capacity. We are undertaking cultural tourism planning with Mike Stolte and hopefully will be funding a building feasibility plan. An addition is necessary to address stairs and washrooms. Architecture planning and engineer consultation is necessary to make plans for the roof. leverage BCAC

Grant Application:

Total Grant Requested: \$ 5000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
---------------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
British Columbia Arts Council- \$25,000- pending

Previous Discretionary Grants Received – Year and Amount: 2024- leverage funding for CBT non profit advisors program \$760

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:
2024-10-31 23:45:49

Signature

Cheryl Cook

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 5000.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Salmo Climbing Society	Date of Application: 12/01/2024
Contact Name: Linnet Fox	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
Mailing Address: 1106 Ninth Street 876 Salmo British Columbia v0g1z0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (403) 471-3630	Email: salmoclimbingsociety@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The Salmo Climbing Society is working in collaboration with the Salmo Valley Youth Community Center and the Salmo Arts Council to renovate the current Youth Art Studio into a Indoor Rock Climbing Gym and renovate the Boys Change Room into a Multigenerational Art Space.

The funding will support Phase 1 of the Project:
- Purchase Design Plans for the Indoor Bouldering Gym Structure (\$500) ...

Grant Application:

Total Grant Requested: \$ 4900.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
Membership and Donation Fundraising \$2000 - Confirmed
Silent Auction Fundraising \$1500 - Not Confirmed ...

Previous Community Development Grants Received – Year and Amount:

N/A

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-12-02 20:05:51

Linnet Fox

Signature

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 4900.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Columbia Basin Alliance for Literacy - Salmo	Date of Application: 10/08/2024
Contact Name: Lori Dunn	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
Mailing Address: 712B 10th Street Box 2619 Invermere BC VOA 1K0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 687-4760	Email: ldunn@cbaal.org

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The Cooking Together project is made up of 2 programs, a senior's cooking program and a family cooking program.

In Cooking Together - Seniors, participants will learn about plant-based foods, and make budget-friendly recipes. Participants will take home meals and 20 meals-to-go will be delivered to isolated seniors each session.

In Cooking Together - Family, families will learn grocery budgeting tips, gain confidence in the kitchen and have the opportunity to meet ...

Grant Application:

Total Grant Requested: \$ 4752.95	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
--	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 Program Expenses - Cook Together - Seniors (8 sessions)
 ...

Previous Community Development Grants Received – Year and Amount:

NA

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Lori Dunn Signed at:
 2024-10-09 11:25:21

Lori Dunn

Signature

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 4752.95
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Castlegar Snowmobile Association	Date of Application: 11/28/2024
Contact Name: Tyler Bell	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
Mailing Address: Box 3366 Castlegar BC V1N 3N8	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 608-3057	Email: president@csasled.org

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

\$12,500 from Area I, \$12,500 from Area J, and \$5,000 from Area H.

Enhancing our parking lots for the expanding number of riders/recreational users using our parking areas. In recent years our parking lots have been getting more use, as our riding areas are getting more popular resulting in a lack of parking. This lack of parking has led to people parking along the roads, which has caused accidents as there really is not enough room to park on the roads. We will use this money to expand our parking lots to accommodate more parking to accommodate our growing membership and area popularity.

Grant Application:

Total Grant Requested: \$30000.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
-----------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
Requesting \$30,000 from RDCK Community Development
Received \$14,071.43 from CBT ReDi 2024

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-28 10:16:25

Signature

Ashley Grant for Keuran Lindley

Print Name

Authorization

Signature of Area Director Signed by Directors	Total Grant Approved \$ \$30,000 Area I: \$12,500, Area J: \$12,500, Area H: \$5,000
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Slocan Lake Arts Council	Date of Application: 10/23/2024
Contact Name: Linda Kalbun	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
Mailing Address: 408 4th Street Silverton BC V0G 1S0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (236) 972-7877	Email: admin@slocanlakeartscouncil.ca

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The Slocan Lake Arts Council (SLAC), a volunteer working board, presents a variety of arts events such as theatre, music, workshops, open mic and poetry reading. This year SLAC hosted the music stage at the very popular Garlic Festival where SLAC donated their time and talent to set up the music stage and then offered, on volunteer time, to provide Master of Ceremony (MC) duties to introduce musical acts and technical expertise and equipment to the musicians. This volunteer effort was to increase the profile of SLAC in an effort to fund raise.

Grant Application:

Total Grant Requested: \$ 3,000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
---------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
British Columbia Arts Council (BCAC)- provides \$7,000/year for operational funding. They will match, up to \$5,000, local government funding. ...

Previous Community Development Grants Received – Year and Amount:

\$3,000 2023

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-10-23 10:46:13

Linda Kalbun, Administrator

Signature

Print Name

Authorization

Signature of Area Director Signed by Director

Total Grant Approved \$ 3000.00

Board Approved Date:

Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Tarrys and District Community Hall Society	Date of Application: 11/24/2024
Contact Name: Eileen Kooznetsoff	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality:
Mailing Address: P.O. Box 3000 1986 Hwy 3A Castlegar BC V1N 3L8	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 399-4240	Email: eilkooz@hotmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Funds will be used to offset unanticipated costs associated with completion of the mural .

Grant Application:

Total Grant Requested: \$ 1900.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
-----------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 Total project revenue:
 RDCK CIP Grant 2020 - 5000.00 ...

Previous Community Development Grants Received – Year and Amount:
 2000.00 for Backjack chairs 2024

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

 Signed at: 2024-11-24 21:22:21	Eileen Kooznetsoff
Signature	Print Name

Authorization	
Signature of Area Director Signed by Director	Total Grant Approved \$ 1900.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Tarrys Fire Rescue Auxiliary	Date of Application: 12/04/2024
Contact Name: Nina Gray	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality:
Mailing Address: 1406 Thrums Road Castlegar BC V1N 4M8	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 304-7375	Email: ngray4545@yahoo.ca

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Lunch With Santa is a free event for the children and their families in our catchment area where every child gets a gift from Santa and a hot dog lunch with oranges and juice boxes and coffee is provided to the children and their families.

Grant Application:

Total Grant Requested: \$ 1500.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
-----------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 Firehall members hold a silent auction on items that are donated. Funds from this event go towards the children's Christmas party. We never know how much money this will bring though so we rely heavily on other funding such as from the RDCK.

Previous Community Development Grants Received – Year and Amount:

2023 - \$1500 from the RDCK

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

NGray Signed at:
2024-12-04 18:25:42

Nina Gray

Signature

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 1,500.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Tarrys Fire Social Club	Date of Application: 11/19/2024
Contact Name: Mathew Hewgill	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality:
Mailing Address: 945 Dogwood Drive South Sloca BC V0G2G1	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (604) 319-5291	Email: maksho96@hotmail.ca

Project/Service Description
<p>Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) <i>Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)</i></p> <p>This request is for help purchasing jackets for two new members of Tarrys Firehall, through the fire hall's Social Club, which are used by all membership when going to community services involving the wearing of Number 1's (Dress Uniforms).</p>

Grant Application:	
Total Grant Requested: \$ 1000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:
2023 - \$1800

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

 Signed at: 2024-11-21 18:09:03	Mathew Hewgill <hr style="border: 0; border-top: 1px solid black;"/> Print Name
Signature	

Authorization	
Signature of Area Director Signed by Director	Total Grant Approved \$ 1000.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Castlegar/Robson Branch #170 Royal Canadian Legion	Date of Application: 11/13/2024
Contact Name: CHRISTOPHER MACBAIN	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
Mailing Address: 248 Columbia Avenue Castlegar B.C V1N 1G4	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 304-5885	Email: cmacbain@shaw.caLounge

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Removal of existing condenser and evaporator in the lounge cooler, seal and paint inside of cooler, install new condenser and evaporator.

Grant Application:

Total Grant Requested: \$ 14,803.95	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

2023-replace flooring in lounge (\$24,743.03)

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-13 14:00:40

Signature

Chris MacBain

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 14,803.95
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Deer Park and Area Communication Society	Date of Application: 11/23/2024
Contact Name: Wendy McKellar	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
Mailing Address: 107 Tamarac Ave Fruitvale BC V0G 1L1	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 231-2300	Email: kellar11@telus.net

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Continue providing communication through wifi to Deer Park, Coykendal, Shields. Brooklyn, and Renata.

Crown Land Lease 4405539 \$1601.25
 Crown Land Lease 4405540 \$1601.25
 Liability Insurance \$825.00
 Society Annual Fee \$40.00

Grant Application:

Total Grant Requested: \$ 4067.50	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

2023 - 4996.16, 5548.64, 11745.00, 4042.24

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Wendy McKellar Signed at:
2024-11-23 13:00:24

Wendy McKellar

Signature

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 4067.50
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Board Approved Date:	Resolution #
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Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: VILLAGE OF NAKUSP	Date of Application: 12/02/2024
Contact Name: Mark Tennant	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
Mailing Address: 91 1ST ST NW PO BOX 280 Nakusp BC VOG 1R0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 265-3689	Email: mtennant@nakusp.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The goal is to design an Active Transportation trail network for walking, biking, mobility devices, and other human powered modes to connect destinations within and around the community, including areas in the vicinity within RDCK Area K. The final product will be a tactical plan by trail route, including drawings, photos and estimate budgets to enable efficiencies in applying for implementation funding. The funds will be specifically used for survey data costs including LIDAR acquisition on some key trail segments.

Grant Application:

Total Grant Requested: \$ 5000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 Province of BC - \$31,000
 NACFOR Legacy Fund - \$26,000

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-12-02 14:22:26

Signature

Mark Tennant

Print Name

Authorization

Signature of Area Director Signed by Director	Total Grant Approved \$ 5,000.00
Board Approved Date:	Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Arrow Lakes Gymnastics Club	Date of Application: 11/08/2024
Contact Name: Amy Blatz	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
Mailing Address: 206-3rd Ave NW Nakusp BC V0G1R0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (778) 594-5459	Email: arrowlakesgymnastics@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

ALGC is a volunteer run not for profit society that offers recreational Gymnastics BC and related programming for the residents of Nakusp & surrounding areas. We're gearing up to offer our first ever 10 week seasonal artistic gymnastics program this January 2025! We're expecting over 100 children travelling from as far as Edgewood, Silverton and Trout Lake to participate.

We're seeking funds to help offset the costs of our club t-shirts which will be given to each participant, purchase our club banner and to help cover the costs of directors & officers insurance.

Grant Application:

Total Grant Requested: \$ 3,000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 Nakusp & Area Community Foundation - \$2,500.00 (coach training) Confirmed
 NACFOR- \$5,000 (gymnastics equipment) Confirmed ...

Previous Community Development Grants Received – Year and Amount:

\$980.00 (2024) Village of Nakusp

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:
2024-11-09 10:34:24

Amy Blatz

Signature

Print Name

Authorization

Signature of Area Director Signed by director

Total Grant Approved \$ 3000.00

Board Approved Date:

Resolution #



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-___

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: Kaslo Community Services Society	Date of Application: 10/01/2024
Contact Name: Jane Ballantyne	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Kaslo
Mailing Address: 336 B Avenue PO Box 546 Kaslo BC V0G1M0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 353-7691	Email: janeballantyne@kaslo.services

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements.)

Kaslo Community Services will provide Holiday Hampers to families and individuals in need living in Kaslo and RDCK Area D. Hampers will be distributed through the Kaslo Food Hub in late December 2024. Each hamper will include food for a holiday meal, appropriate to the size of the family, plus gifts for children. The project is overseen by KCS staff. Volunteers help to pack and distribute the hampers. In 2023, 105 hampers were provided to local residents. Funds will be used for staff wages, food and toys.

Grant Application:

Total Grant Requested: \$ 4000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: RDCK Area D - \$4,000 - pending Columbia Power - \$2,000 - pending ...	
Previous Community Development Grants Received – Year and Amount: Kaslo 2023 \$3500 RDCK 2023 \$4000	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

 Signed at: 2024-10-01 10:12:19 <hr/> Signature	Jane Ballantyne <hr/> Print Name
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Authorization

Signature of Area Director 	Total Grant Approved \$ 4000.00
Board Approved Date:	Resolution #



Regional District of Central Kootenay

RURAL AFFAIRS COMMITTEE MEETING

Open Meeting Minutes

Wednesday, December 11, 2024

9:00 a.m.

Hybrid Model - In-person and Remote
RDCK Board Room, 202 Lakeside Dr., Nelson, BC

COMMITTEE MEMBERS

PRESENT

Chair G. Jackman	Electoral Area A – In-person
Director R. Tierney	Electoral Area B – In-person
Director K. Vandenberghe	Electoral Area C – In-person
Director A. Watson	Electoral Area D – In-person
Director J. Smienk	Electoral Area E – In-person
Director T. Newell	Electoral Area F – In-person
Director H. Cunningham	Electoral Area G- In-person
Director W. Popoff	Electoral Area H – In-person
Director A. Davidoff	Electoral Area I
Director H. Hanegraaf	Electoral Area J
Director T. Weatherhead	Electoral Area K – In-person

COMMITTEE MEMBERS

ABSENT

Director C. Graham	Electoral Area E
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GUEST DIRECTOR

Director L. Main	Village of Silverton – In-person
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STAFF PRESENT

S. Horn	Chief Administrative Officer
Y. Malloff	General Manager of Finance, IT & Economic Development
S. Sudan	General Manager of Development and Community Sustainability
M. McIntyre	Building Manager
D. Carmichael	Building Administrative Assistant
M. Djakovic	Auxiliary Administrative Assistant

N. Wight	Planning Manager
S. Johnson	Planner
S. Chezenko	Planner
Z. Giacomazzo	Planner
U. Wolf	General Manager of Environmental Services
A. Lund	Deputy Corporate Officer
C. Hopkyns	Corporate Administrative Coordinator– Meeting Coordinator

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Join by Video:

<https://rdck-bc-ca.zoom.us/j/97680577792?pwd=EP9NSldqQdnfhcw8HmMmt7YvvyJz1S.1&from=addon>

Join by Phone:

- 855 703 8985 Canada Toll-free

Meeting Number (access code): 976 8057 7792

Meeting Password: 149660

Location:

Boardroom

202 Lakeside Drive, Nelson, BC

2. ELECTION

2.1 ELECTION OF CHAIR

Chair Watson called for nominations a first time.

Director Newell nominated Director Jackman.

Director Watson nominated Director Jackman.

Chair Watson called for nominations a second and third time.

DECLARATION OF CHAIR

Chair Watson ratifies the appointed Director Jackman as Chair of the Rural Affairs Committee for 2025.

Chair Jackman thanked the Committee.

3. CALL TO ORDER

Chair Jackman called the meeting to order at 10:01 a.m.

4. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

5. ADOPTION OF THE AGENDA

Moved and seconded,
And resolved:

The agenda for the December 11, 2024 Rural Affairs Committee meeting be adopted as circulated.

Carried

Moved and seconded,
And resolved:

Director Main have freedom of the floor.

Carried

6. RECEIPT OF MINUTES

The November 13, 2024 Rural Affairs Committee meeting minutes, have been received.

7. DELEGATIONS

Item 8.1 & 8.2 – Jeremy Richard and Susan Cormack

Item 8.3 – Jon Pritchard and Ryan Richmond

Item 8.4 - Matthew Scheffelmaier

Item 8.5 – Ben Hall and Noam Ironi

8. PLANNING & BUILDING

8.1 BUILDING BYLAW CONTRAVENTION – RICHARD

File No.: 3135-20- G-707.05877.130-28182

125 Wesco Road

(Jeremy Richard)

Electoral Area G

The letter dated October 1, 2024 from Mike Morrison, Corporate Officer, re: Building Bylaw Contravention – Richard, has been received.

- Manda McIntyre, Building Manager, provide the Committee with an update, sharing she met in an online meeting with the property owner to discuss the file and staff are recommending the Notice on Title.
- The property owner, Jeremy Richard, provided background to the Committee regarding the property. He shared he is waiting on clarification from the engineer regarding on zoning and he answered the Committee's questions.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

Moved and seconded,

And resolved:

That the following motion **BE REFERRED** to the January 15, 2025 Rural Affairs Committee meeting:

That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional District Board relating to land at 125 Wesco Road , Electoral Area G and legally described as LOT C PLAN NEP23239 DISTRICT LOT 1242 KOOTENAY LAND DISTRICT PID 023-482-176 (BP28182), and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

Carried

8.2 BUILDING BYLAW CONTRAVENTION – RICHARD

File No.: 3135-20- G-707.05877.130-28183

125 Wesco Road

(Jeremy Richard)

Electoral Area G

The letter dated October 1, 2024 from Mike Morrison, Corporate Officer, re: Building Bylaw Contravention – Richard, has been received.

- Manda McIntyre, Building Manager, shared that staff are recommending the Notice on Title.
- The property owner, Jeremy Richard, requested clarification from staff regarding this item.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

Moved and seconded,

And resolved:

That the following motion **BE REFERRED** to the January 15, 2025 Rural Affairs Committee meeting:

That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional District Board relating to land at 125 Wesco Road , Electoral Area G legally described as LOT C, PLAN NEP23239, DISTRICT LOT 1242, KOOTENAY LAND DISTRICT PID 023-482-176 (BP28183), and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

Carried

8.3 DEVELOPMENT VARIANCE PERMIT - PRITCHARD

File No.: V2409B - Pritchard

No address assigned, Highway 95

(Eva and Jonathan Pritchard)

Electoral Area B

The Committee Report dated November 18, 2024 from Sadie Chezenko, Planner, re: Development Variance Permit - Pritchard, has been received.

Sadie Chezenko, Planner, provided an overview to the Committee regarding Development Variance Permit (DVP) application in Electoral Area 'B' to facilitate a six lot subdivision. Staff do not support approval of this Development Variance Permit.

The agent representing the property owner, Ryan Richmond, provided background to the Committee regarding the application. He shared information regarding the proposed six lot subdivision and answered the Committee's questions.

The Committee had a discussion regarding the property and other application options.

Staff answered the Committee's questions. The Committee recommended referral the January 15, 2025 Rural Affairs Committee meeting to allow time for staff and the property owner to investigation options.

Moved and seconded,
And resolved:

That the following motion **BE REFERRED** to the January 15, 2025 Rural Affairs Committee meeting:

That the Board NOT APPROVE the issuance of Development Variance Permit V2409B to Ryan Richmond for the property located on Highway 95 with no assigned address, Electoral Area B and legally described as DISTRICT LOT 10093 KOOTENAY DISTRICT, EXCEPT (1) PART INCLUDED IN PLAN 1215 (2) THAT PART ASSIGNED PARCEL A ON PLAN 1215 (3) THAT PART ASSIGNED PARCEL B ON PLAN 1215 (4) PARCEL A (SEE 190639I) AND (5) PART ON PLAN NEP91140 (PID: 010-873-546) to vary Part 7.01 and Part 8 and Part 9 of the RDCK's Subdivision Bylaw No. 2159, 2011 to waive the requirements for proof of water for lots 1, 2, 4, 5 and 6 and to waive the requirement for confirmation of septic capacity for lot 6 for RDCK subdivision file S2239B.

Carried

8.4 ZONING BYLAW AMENDMENT - SCHEFFELMAIER

File No.: Z2309F

2842 Six Mile Lakes Road

(Danielle, James & Matthew Scheffelmaier)

Electoral Area F

The Committee Report dated October 29, 2024 from Sadie Chezenko, Planner, re: Zoning Amendment Bylaw - Scheffelmaier, has been received.

Sadie Chezenko, Planner provided an overview to the Committee regarding a land use bylaw amendment application in Electoral Area F to rezone the subject property from Suburban Residential F (R1F) to Suburban Residential F (R1F) Site Specific.

The property owner, Matthew Scheffelmaier, provided background to the Committee regarding the application and answered the Committee's questions.

The Committee had a discussion regarding the application and staff answered questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2988, 2024* being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

Carried

Moved and seconded,

And resolved that it be recommended to the Board:

That in accordance with *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, Electoral Area F Director Tom Newell is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

Carried

8.5 OFFICIAL COMMUNITY PLAN & ZONING BYLAW AMENDMENT - SPEARHEAD

File No.: Z2410F – Spearhead

4612 and 4614 - 4616 Starlight Road, and 4643 Highway 3A

(Spearhead)

Electoral Area F

The Committee Report dated November 26, 2024 from Zachari Giacomazzo, Planner, re: Official Community Plan & Zoning Bylaw Amendment - Spearhead, has been received.

Zachari Giacomazzo, Planner, provided an overview to the Committee regarding application to amend the land use and zoning designations for three existing lots: 4612 Starlight Road, 4614-4616 Starlight Road, and 4643 Highway 3A. He shared this application seeks to rezone the subject lands from Country Residential (R2) to Comprehensive Development (CD3) and amend the land use designation in the Area F Official Community Plan from Country Residential (CR) to Industrial (M) in order to authorize the expansion of the existing wood product manufacturing business. Staff recommend that Official Community Plan and Zoning Bylaws be given 1st and 2nd reading, and referred to a Public Hearing. However, Staff further recommend that the applicant be required to provide the following additional information to support the proposed Land Use Bylaw Amendment Application:

- Archaeological assessment;
- On-site wastewater assessment;
- Groundwater impact assessment;
- Traffic Study prepared to the satisfaction of the Ministry of Transportation and Infrastructure;
- Noise Study.

Property owner Ben Hall and agent, Noam Ironi, shared with the Committee that they have hired a consultant to address all five questions. They answered the Committee's questions.

The Committee had a discussion regarding the application and staff answered questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That *Regional District of Central Kootenay Electoral Area 'F' Official Community Plan Amendment Bylaw No. 3002, 2024* being a bylaw to amend *Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011* is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

Carried

Moved and seconded,
And resolved that it be recommended to the Board:

That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 3003, 2024* being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

Carried

Moved and seconded,
And resolved that it be recommended to the Board:

That prior to consideration of THIRD READING for *Regional District of Central Kootenay Electoral Area 'F' Official Community Plan Amendment Bylaw No. 3002, 2024* and *Regional District of Central Kootenay Zoning Amendment Bylaw No. 3003, 2024*, the applicant is required to provide the following additional information to support the proposed Land Use Bylaw Amendment Application:

- Archaeological assessment prepared by a consulting Archaeologist;
- On-site wastewater assessment prepared by a qualified professional (e.g. ROWP or P.Eng);
- Groundwater impact assessment prepared by a Hydro-geotechnical Engineer or other qualified professional;
- Traffic Study prepared to the satisfaction of the Ministry of Transportation and Infrastructure;
- Noise Study prepared by a qualified professional.

Carried

Moved and seconded,
And resolved that it be recommended to the Board:

That in accordance with *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, Electoral Area F Director Tom Newell is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

Carried**RECESS/
RECONVENE**

The meeting recessed at 10:20 a.m. for a break and reconvened at 10:33 a.m.

**8.6 OFFICIAL COMMUNITY PLAN REVIEW – INITIAL CONSIDERATION - SENTINEL MOUNTAIN (ELECTORAL AREA I)
File No.: 10-5100-20-I-OCP
Electoral Area I**

Rural Affairs Committee***Referred from November 13, 2024 to December 11, 2024***

The Committee Report dated November 27, 2024 from Stephanie Johnson, Planner, re: Sentinel Mountain (Electoral Area I) Official Community Plan Review – Initial Consideration, has been received.

Stephanie Johnson, Planner, provided an update to the Committee sharing that she attended the Area I Advisory Planning & Heritage Commission meeting and the Committee fully supports the Sentinel Mountain Official Community Plan (OCP).

Moved and seconded,

And resolved that it be recommended to the Board:

THAT the *Sentinel Mountain Electoral Area I Official Community Plan Bylaw No. 2821, 2024* be read a FIRST and SECOND time and referred to a PUBLIC HEARING.

Carried

Moved and seconded,

And resolved that it be recommended to the Board:

That the *Sentinel Mountain Electoral Area I Official Community Plan Bylaw No. 2821, 2024* has met the following requirements:

1. The engagement planning process for the public consultation in accordance with Section 475 of the *Local Government Act*;
2. Is consistent with respect to the RDCK's Financial Plan and applicable RDCK Waste and Resource Management Plan in accordance with Section 477 of the *Local Government Act*;

AND FURTHER, THAT *Bylaw No. 2821, 2024* be referred to affected First Nations, Provincial agencies and ministries including the Agricultural Land Commission.

Carried

Moved and seconded,

And resolved that it be recommended to the Board:

THAT *Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw 2967, 2024* being a Bylaw to amend *Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996* be read a FIRST and SECOND time and referred to a PUBLIC HEARING .

Carried

Moved and seconded,

And resolved that it be recommended to the Board:

THAT *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2968, 2024* being a Bylaw to amend *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* be read a FIRST and SECOND time and referred to a PUBLIC HEARING .

Carried

Moved and seconded,

And resolved that it be recommended to the Board:

That in accordance with *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, Electoral Area I Director Andy Davidoff is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

Carried

9. ENVIRONMENTAL SERVICES

No items.

10. RURAL ADMINISTRATION

10.1 COMMUNITY WORKS FUND APPLICATION – YAHK FIRE HALL – OVERHEAD DOOR REPAIR AND HEAT PUMP UPGRADE

File No.: 1850-20-CW-311

Electoral Area B

The Committee Report dated November 19, 2024 from Ashley Grant, Grants Coordinator, re: Community Works Fund Application - Yahk Fire Hall, has been received.

Director Tierney discussed concern regarding the heat pump cost and inquired about the option of a natural gas system instead. As well, he had questions regarding the overhead door cost. He requested referral to the January 15, 2025 meeting to allow time to get clarity regarding his questions.

The Committee had a discussion and staff answered questions.

Moved and seconded,

And resolved:

That the following motion **BE REFERRED** to the January 2025 Rural Affairs Committee meeting:

That the Community Works Fund application submitted by the Yahk Fire Hall for the project titled "Overhead Door Repair and Heat Pump Upgrades" in the amount of \$90,618.00 be approved and that funds be disbursed from Community Works Funds allocated to Area B.

Carried

10.2 CHANGES TO COMMUNITY WORKS FUND ELIGIBILITY

File No.: 05-1850-20

All Electoral Areas

The Committee Report dated December 1, 2024 from Mike Morrison, Manager of Corporate Administration / Corporate Officer, re: Changes to Community Works Fund Eligibility, has been received.

Mike Morrison, Manager of Corporate Administration / Corporate Officer, provided an overview to the Committee regarding the recent changes to eligibility for the Community Works Fund (CWF) program funding for non-RDCK infrastructure projects.

The Committee had a discussion regarding concerns regarding the recent changes to eligibility and advocacy options. Staff answered the Committee's questions.

DIRECTOR ABSENT: Director Davidoff left the meeting at 11:15 a.m.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board direct staff to prepare updates to RDCK Policy 300-09-06- Community Works Fund to reflect recent changes to program requirements and that the draft policy be brought forward for Rural Affairs Committee consideration in 2025.

Carried

Moved and seconded,

And resolved that it be recommended to the Board:

That staff prepare a briefing note outlining the Committee’s concerns regarding the recent changes to Community Works Fund program requirements, incorporating the concerns regarding equity and the need to support community groups who provide required services.

AND FURTHER, that the Board Chair send the Community Works Fund briefing note and staff report to Jerrilyn Kirk, Electoral Area Representative on the UBCM Executive, requesting the briefing note be added to the 2025 Elected Area Directors’ Forum agenda.

Carried

10.3 PLANNING WORKSHOP - DECEMBER 3, 2024

Moved and seconded,
And resolved that it be recommended to the Board:

That stipend and expenses be paid to Rural Directors from Rural Administration Service S101 for attendance at the Rural Planning Workshop held on December 3, 2024.

Carried

11. PUBLIC TIME

The Chair called for questions from the public and member of the media at 11:39 a.m.

No public or media had questions.

12. ADJOURNMENT

Moved and seconded,
And resolved:

The meeting be adjourned at 11:40 a.m.

Carried

Digitally approved

_ Chair Jackman, Chair



Emergency Treatment Funding Proposal

Submitted by:

Presenters:

Cheryl Dowden &
Amanda Ladner

Why Emergency Treatment Funding?

- **The municipality of Nelson is committed to reducing poverty and is focused on saving lives and connecting people to evidence-based services, including treatment and recovery, as well as other supports like supportive housing.** Nelson's poverty rate of 18.6% (2020) is notably higher than both the federal and provincial poverty rates. Health inequities are systematic, predictable, avoidable differences in health and health outcomes with known causes.
- **As the Municipality, our Nelson Affordable Housing Policy prioritizes funding for housing for people with addiction issues including supportive housing initiatives.** • *Bylaw No. 3247 - Official Community Plan* prioritizes an objective to support efforts to ensure access to community services, facilities, and programs including for mental health and addictions, and support increased supply of supportive housing.
- **There is currently no permanent drop-in center with wrap around services,** we are offering 1 day a week temporary service, but that funding will end at the end of December. This is leaving a huge hole in our community while other community services try to provide spaces for people: the Nelson library, the Recreation Center, Churches, businesses on Baker Street have become the spaces people go to, who are not equipped to provide these safety supports to individuals struggling with substance-use. ANKORs bldg. is not big enough to offer this amount of wrap around supports.
- **Access to appropriate services and programs are part of an integrated response to overdose that are critical for preventing death, reducing harms, improving the health of people with lived and living experience of substance use, and creating healthier communities. Harm Reduction is a part of the treatment continuum.**
- In a recent study completed in October of this year, they found that **Deaths due to illicit drug toxicity have continued to rise within BC communities, with 2,546 deaths in 2023, and disproportionate impacts on some people and regions.** In a recent study completed in October of this year, they found that **Deaths due to illicit drug toxicity have continued to rise within BC communities,** with 2,546 deaths in 2023, and disproportionate impacts on some people and regions. Sadly, in 2023, there were 428 lives lost within Interior Health Authority, 42 of these within the Health Service Delivery Area of Kootenay Boundary, and 16 of these within the Local Health Area of Nelson. These are preventable deaths.
- **In 2023, rates of death were higher in the local health area of Nelson than for the province overall,** within the Interior Health Authority region, or for the Health Service Delivery Area of Kootenay Boundary.
- **Importantly - rates of death rose slightly more steeply in the Local Health Area of Nelson compared to the province, with rates being 3 times higher in Nelson in 2023 than 2016.**

#1. Drop-In Center = Preventative Healthcare

Operating Funding for the Drop-In Center (4 Days a Week): that will have wrap-around services including peer support, basic food provision, counselling, coordinated access to housing resources, treatment and recovery housing referrals.

Services at the Drop-In will include:

- Harm reduction services and supplies
- Treatment and Detox referrals
- Food Services (snacks, referrals to other food resources)
- Coordinated Access: Housing services (referrals and housing support navigation)
- Healthcare services (eye care, dental care, referrals to health care practitioners)
- Outreach student nurses (wound care, health assessment, foot care)
- Street Outreach Services
- Indigenous Cultural Support Worker: with ministry navigation support
- General supplies (sleeping bags, warm clothing donations)
- Hygiene services/supplies (haircuts, hygiene supplies)
- Drop-in (community, art, place to stay warm or cool)
- Computer/internet access
- Laundry Services
- Access to showers
- Storage Lockers

Temporary Thursdays Together

Based out of the Salvation army, TTT has been operating a once a week drop in service from 10am - 4pm. These numbers represent the service delivery from September 12th to October 24th (7 days).

Contact:

drop-in@nelsoncares.ca
or 250-551-2854

429

Total Guests

- These guests are supported by two drop-in workers , street outreach, IH, ANKORS and other service providers

32

Nursing/ Doctor support

- Selkirk college street nurses
- IH outreach nurses
- Bi-weekly physician
- OAT outreach

387

Meals Served

- October 8th turkey dinner
- Coffee, tea, soup and sandwiches supplied by NCFC

72

Showers/Laundry Service

- We currently have one accessible shower and two Washing machines/ dryers

43

Advocacy

- Outreach from the ministry of social development
- Nelson Cares advocacy centre

116

Meal kits/other support

- Food hampers
- Winter goods
- Hygiene products

DROP-IN CENTER (4 DAYS A WEEK) PROPOSED BUDGET	2024 to 2025 Budget (\$)	2025 to 2026 Budget (\$)
Community Consultation – Mail Outs, Survey’s, Town Halls & Contracted Facilitator	\$5,000	\$3,000
Renovate/Update Location	\$450,000	
Contractual personnel: Drop-In Coordinator	\$58,000	\$62,000
Contractual personnel: Peer Support Worker	\$58,000	\$62,000
Contractual personnel: Indigenous Support Worker	\$55,000	\$58,000
Rent / Lease Agreement (TBD)	\$3600 x 12 = \$43,200	\$4500 x 12 = \$54,000
Contracted personnel: Bookkeeping	\$24,000	\$28,000
Insurance	\$3,600	\$3,600
Utilities - Hydro	\$8,400	\$12,600
Telephone/Internet	\$1200	\$1200
Harm Reduction Materials and Supplies	\$12,000	\$12,000
Equipment	\$30,000	\$5,000
Food Provision Supplies	\$24,000	\$32,000
Indigenous Cultural Safety Training for all Drop-In Staff	\$4000	
TOTAL:		

**Description & Justification for the Budget provided for in larger Emergency Treatment Proposal*

#2. Regional Inclusion & Dignity Education Campaign

- A regional media campaign that reduces stigma around poverty, addictions, and homelessness. Stigma directly contributes to mental health, isolation, and increased barriers to service delivery. During the *West Kootenay Homelessness Response Summit in 2024* a regional anti-stigma campaign **was proposed as an important strategy to improve community relationships and perceptions with our un-housed populations and sub-stance use in the Kootenays.**
- **The Inclusion & Dignity Campaign** will utilize various mediums (art, video, social media) to create understanding of the experience of stigma, trauma, and othering. It will challenge myths associated with homelessness and substance use. **It will also engage and create unique messaging for the business and hospitality community.** The campaign will involve people with lived experience of homelessness and mental illness, and feature success stories of persons with lived experience who have recovered from addictions, as well as other members who have been housed in our community.

The positive impacts of an Inclusion & Dignity Campaign will be:

- Marginalized individuals will feel a greater sense of belonging. We will reduce stigma = defined as “the co-occurrence of labelling, stereotyping, separation, status loss, and discrimination in a context in which power is exercised”. Stigma directly contributes to health outcomes and ability to thrive.
- We will increase the mental health and wellbeing of our unhoused and homeless populations.
- We will have greater community wide support for supportive and understanding for housing developments, drop-in centers and other supports to our vulnerable and precarious individuals.
- The communities will come together to prevent and eradicate homelessness
- The communities will have an increased understanding and empathy of harm-reduction as an effective strategy to reduce substance use and prevent deaths and lower costs and burden on our emergency health care services.
- **Proposed Budget: \$4,000 in media assets and speakers, \$8000 in Communications Coordination.**

#3. Regional Complex Care Housing Needs Assessment

Regional Complex-Care Housing Needs Assessment: to research and develop a Complex Care Housing model for our communities based on best practices is in direct support of our goal of eliminating homelessness. This proposal is to hire a contractor/consultant to work with the region's major community stakeholders and provide a needs report. The assessment will:

- Identify the available and relevant data to understand the scale of people experiencing complex needs across the Kootenay region.
- Draw on research, best and promising practices, and insights from local service providers to understand the gaps in the current system.
- Identify a model for Complex Care Housing – including the housing continuum and identification of appropriate supports.
- Understand the costs of implementing the model in the region, including comparisons to the cost of the status quo.
- Ensure that solutions incorporate Indigenous leadership and a focus on cultural safety, given the overrepresentation of Indigenous people who experience complex needs.
- Develop an approach with the provincial government for support and funding in implementing the model for Complex Care Housing depending on suitability and where is the best location to provide this service.
- Gather support with intergovernmental and municipal partners to support a regional approach to the challenge and align advocacy efforts.
- **Proposed Budget: \$45,000**

Outcomes

- **To enable our municipality of Nelson and Indigenous communities to increase access to and availability of substance use services; and improve community capacity to address urgent needs associated with the overdose crisis.**
- **To provide rapid and accessible drop-in services to individuals who are struggling.** Many have histories that include mental illness, addictions or marginalization, because of poverty, racism, chronic health issues, involvement with the justice system and/or trauma leading to discrimination and stigmatization. Stigma is an enormous issue and often creates such shame that it keeps people in the shadows of their addictions and mental health issues. **The opioid poisoning crisis, while not limited to our unhoused population has deeply impacted it. The relationship between homelessness and substance use is complex. We need to increase education, awareness and understanding of these complexities in our region.**
- **Improved well-being and mental wellness for the local community**
- **Improved access to services**
- **Reduced barriers to services and supports**
- **Increased collaboration amongst all the agencies and partners**
- **Reduced overdose deaths and brain-injuries**
- **Reduced Emergency visits**
- **Increased empathy and awareness of the regional community towards our unhoused, marginalized, and substance use.**
- **Improved community collaboration and consultation and support within the region, strengthening ties and relationships, to better support the long-term viability and sustainability of a drop-in center.**
- **With Complex-Care Housing and more supportive housing we could eradicate homelessness in our region.**



Thank you.

2024 LONG TERM SERVICE AWARDS

Board Meeting – December 12, 2024

NAME	POSITION	DEPARTMENT	YRS SERVICE
Joseph Chirico	GM Community Services	Community Services	30
Mike Morrison	Manager of Corporate Administration / Corporate Officer	Corporate Admin	15
Angela Lund	Deputy Corporate Officer	Corporate Admin	15
Amy Wilson	Resource Recovery Manager	Environmental Services	15
Uli Wolf	General Manager of Environmental Services	Environmental Services	15
Fernando Drabik	Corporate Applications & Data Admin	IT	10
Heather Smith	Finance Manager	Finance	10
Haley Pedersen	Building Administrative Assistant - Nakusp	Nakusp Building	10
Megan Pilla	Lifeguard Supervisor	Community Services - Castlegar Complex	10
Marty Benson	Human Resources Advisor	Human Resources	10
Russel Archibald	Driver Foreman	Environmental Services	5
Chrystal Williams	Senior GIS Analyst	Development Services	5
Dana Hawkins	Planner	Development Services	5
Nelson Wight	Planning Manager	Development Services	5
Shelly Kindred	Development Services Administrative Assistant	Development Services	5
Eric Blow	Aquatic Leader	Community Services - Creston Complex	5
Alexandra Divlakovski	Water Operations Manager	Environmental Services	5
Mike Brohman	Facility Operator	Community Services - Nelson Complex	5
Bryan Storey	IT Technician - Creston	IT	5
Howard Sempf		Environmental Services	5
Gord Ihlen	Regional Assistant Fire Chief / Passmore Fire Chief	Fire Services	5
Donna Carmichael	Building Administrative Assistant	Development Services	5
Jen Small	Customer Service Representative 2	Community Services - Castlegar Complex	5
Quin Johnstone	Maintenance Operator	Community Services - Castlegar Complex	5
Amy Beth Priore	Aquatic Leader	Community Services - Castlegar Complex	5
Kristy Koehle	Utilities Technician 2 – Water West	Environmental Services	5